



Media Catalogue & Digital Asset Coordinator

Canada Summer Jobs 2026 8-Week Position

About the Moose Hide Campaign

The Moose Hide Campaign is a grassroots movement of Indigenous and non-Indigenous peoples standing together to end gender-based violence. With over 8 million pins gifted and more than 40 million conversations sparked, we are growing a nationwide movement of safety, healing, and accountability.

Learn more: www.moosehidecampaign.ca

Position Summary

The Moose Hide Campaign has a large and growing library of photos and videos -- from community gatherings, ceremonies, campaign events, and partner activities across the country. This material is powerful, but right now it is hard to find and use. In this role, you will bring order to that backlog, creating a clean, well-organized system so the team can access and use these assets for communications, reporting, social media, and outreach.

Location: Remote

Term: July 6 - August 21, 2026 (Canada Summer Jobs)

Start Date: July 6, 2026

Hours: 35 hours per week

Hourly pay: \$20

What You Will Do

- Review and categorize a backlog of photos and videos
- Create structured folder systems with consistent naming conventions, dates, and descriptive tags
- Identify high-value assets that would work well for storytelling and communications
- Flag footage requiring editing, permissions, or cultural sensitivity review
- Ensure all files are stored and labelled correctly in shared drives

What You Bring

- Strong attention to detail and comfort working with large volumes of digital files
- Familiarity with folder management, file naming, and cloud storage systems (Google Drive, Dropbox, or similar)
- An eye for strong visual content and awareness of how images and video support storytelling
- Understanding of consent, cultural safety, and respectful representation in media (an asset)
- Experience with Adobe Lightroom, Bridge, or similar asset management tools (an asset)



Competencies we value

- Reliability and accountability
- Clear, respectful written and verbal communication
- Discretion when handling organizational and partner information
- Adaptability during a busy season
- Commitment to working respectfully within an Indigenous-led organization and to the Campaign's mission to end gender-based violence

How to Apply

Please send your resume and a brief cover letter (one page or less) to careers@reimaginework.ca with the subject line: Media Catalogue & Digital Asset Coordinator - MHC

To be eligible for Canada Summer Jobs, applicants must be between 15 and 30 years of age at the start of employment, be a Canadian citizen, permanent resident, or hold refugee protection status in Canada, and be legally entitled to work in Canada.

We strongly encourage applications from First Nations, Métis, Inuit, and all Indigenous Peoples, people who are 2SLGBTQIA+, racialized people, and people with disabilities. Lived experience is valued. Formal credentials are not required. We are committed to an inclusive recruitment process, and accommodations are available at any stage upon request. To request support, please contact careers@reimaginework.ca.