



Louis Riel Institute



As an affiliate of the Manitoba Métis Federation (MMF), the Louis Riel Institute (LRI) is responsible to the Métis people of Manitoba to provide programs, resources and services related to education and culture.

The Louis Riel Institute seeks to fill one **Full-time Summer Term Communications Assistant** position located in **Winnipeg, MB**.

Communications Assistant

The Communications Assistant is responsible for the creation and design of LRI informational promotional material such as brochures, catalogues, banners, annual reports and post cards. In addition, the incumbent will assist with the planning campaign for LRI social media and website, including researching, designing and publishing content for all public platforms.

Job Duties/Competencies:

- Research and design LRI resources such as brochures, postcards, annual reports, posters and catalogues
- Contribute creative visual concepts when designing banners and promotional material
- Develop and add graphic design content to collection
- Create content for social media and website
- Write, edit and distribute content for all public platforms
- Participate and offer ideas for future marketing planning
- Attend events to document and obtain content such as pictures for promotional purposes

Skills and Qualifications:

- Highschool diploma required
- Continuing University/College Education in related field
- Self-motivated with the ability to meet deadlines while multitasking
- Comfortable working both collaboratively and independently
- Excellent interpersonal and organizational skills
- Excellent analytical and problem-solving abilities
- Excellent communication skills: both written and verbal
- Experience working in a not-for-profit organization and Indigenous community an asset
- Knowledge of Métis culture, LRI programs and services is a definite asset
- General knowledge of MMF programs, services, and governance
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle

LRI requires a satisfactory criminal record check prior to commencement of employment. LRI will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

Qualified Métis applicants are encouraged to apply and self-identify on their resume. While we thank all applicants for their interest, only those selected for interviews will be contacted.

Salary Range: Dependant on education and experience.

Closing Date: Until filled

Please forward cover letter and resume to:

Louis Riel Institute

Email: lrihr@lrilearn.ca