



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 Métis Languages Communications Coordinator** position located in **Winnipeg, MB**.

Métis Languages Communications Coordinator

The Métis Languages (ML) Communications Coordinator will work as part of a diverse and growing team at the Louis Riel Institute (LRI), under the Director of Métis Languages. The main functions of this position are to play a lead in planning and implementing the strategic vision and values of the ML communications strategy. The successful candidate will be responsible for creating a visual brand for the ML and producing high-quality content that engages community members and partners on both print and web, including webpage, brochures, newsletter, and social media channels. The Communications Coordinator will serve as the main point of contact for public inquiries and will be responsible for monitoring both the LRI and ML's social medias, and will identify and resolve any media issues in a professional and timely manner.

Job Duties/Competencies:

- Participate in team meetings to understand project activities, direction to support content development and potential communications opportunities and partnerships
- Attend, and participate in ML community advisory group meetings with Elders, community members, language learners, experts, etc.
- Write content for both print and web, including webpage, brochures, newsletter, and social media channels including assisting LRI social media and website management
- Photography for LRI and Métis Languages content
- Continue in the planning and implementation of the communications strategy
- Record monthly social media metrics
- Ensure that all assets meet ML's standards and visual identity.
- Develop an editorial calendar for approval
- Organize and maintain up to date Communications records and files for Métis Languages projects and activities
- Recommend techniques to improve ML's community engagement
- Attend Métis cultural events and other Métis gatherings as requested
- Participate in trainings as required
- Conduct administrative obligations, as required

Skills and Qualifications:

- Related Post-Secondary Degree and project coordination experience/training required
- Passion for sharing and preserving Métis culture and languages
- Speaker or learner of a Métis Language(s) will be considered an asset
- Self-motivated with the ability to meet deadlines while multitasking
- Comfortable working both collaboratively and independently
- Excellent organizational and interpersonal skills
- Excellent analytical and problem-solving abilities
- Excellent communication skills: both written and verbal
- Knowledge of LRI & MMF programs, services, and governance
- Acceptable Criminal Records check and Child Abuse Registry check

LRI offers a comprehensive benefits package including; health, dental, vision, pension and vacation.

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, years of experience, and level of proficiency in a Métis language.

Closing Date: Until filled

Please forward cover letter and resume to:

Louis Riel Institute

lrihr@mmf.mb.ca