

XAXE TENEW SACRED LAND SOCIETY

Communications Coordinator Trainee: Job Description & Role

Position Type: Part-Time Contract

Reports to: Leadership team

Location: Hybrid

Starting Rate: Between \$25-\$30/hr depending on experience

Hours: 10-15hrs/week with the option to increase to 35hrs/week

Date Posted: April 12, 2024

Date Expired: When posting is fulfilled

The Organization:

Our non-profit organization, XAXE TENEW Sacred Land Society, is an Indigenous-led charitable society located on so-called Southern Vancouver Island. The people leading this work are Saltwater Salish people Indigenous to this region. We are focusing on the Rematriate Stewardship Project, which is an initiative for Land Back to house Saltwater Salish women within our territory to protect our right to learn our language, how to care for our land and water, heal through culture and being on the land and water, and to teach younger generations and our community these skills.

Our Values and Beliefs:

- Upholding our Matriarchal Responsibility to ÁLENENEØ ŁTE (our homelands)
- Heal the caretakers, heal the land
- ÍY ŚWKÁLEØEN “Good thoughts/feelings”
- U SĪOTĪEMTES “Reciprocity”
- ŁŁEØ “Interconnectedness”
- ÁTOL “Respect for one another”

The Opportunity:

Working with a vibrant, agile team, the successful candidate will receive comprehensive communications training with Remarkable Communications in relationship with the XAXE TENEW Sacred Land Society board of directors, and Rematriate Stewardship lead. By the completion of training, the candidate will be able to produce engaging content,

enthusiastically represent the organization and values, engage with community members across various platforms and effectively deliver on key objectives.

Candidates must be of Saltwater Salish descent. Saltwater Salish peoples include W̱SÁNEĆ, Lekwungen, Tsuk, SĆIANEW, and Quw'utsun descent.

In addition, the ideal candidate is self-motivated, great at problem-solving, and passionate about land back. The ideal candidate will have some content creation experience, excellent communication skills, a strong passion for land back, digital communications, and a desire to learn. Preference will be given to candidates who demonstrate a genuine desire for decolonial work.

What you'll do:

- Participate in training sessions on the following topics:
 - Creating graphics for social media
 - Captions, emojis and hashtags for social media
 - Website updates including new blog posts, news and events, images and media
 - Blog writing, including writing for web, SEO and calls to action
 - Video creation & editing including audio, subtitles, images.
 - Audio production including podcast editing.
 - Vision planning and fundraising
 - Communication with the media / PR vendors
 - Nurturing existing networks
- At the end of the training sessions, the Communications Coordinator Trainee will be able to proficiently:
 - Research, create, and draft content to help our target audiences engage with the organization - tailoring content to meet strategic objectives. Content types include video shorts, social media captions, graphics, & newsletters.
 - Summarize and rewrite content for maximum engagement, optimizing language, tone, message, emojis, and hashtags based on the project objectives.
 - Post content on various social platforms and, where needed, engage with community members.
 - Help maintain and update websites on platforms such as WordPress and Squarespace.
 - Develop other communications projects as needed, such as print materials and PR.
- Participation on-site, capturing content and providing multimedia and event support.
- Potentially set up and generate reports from Google Ads and Analytics.
- Proactively provide suggestions to help us achieve our objectives.

The Work Environment with Rematriate Stewardship Project

Working with a group of passionate and wise Matriarchs, your work will make a significant positive impact within a historically vulnerable and overlooked part of community that is in need of specific sacred places for rebuilding relationship with the land. The work will be partially online, learning communications tools to help the organization achieve key objectives, and part out in the world and on the land bringing initiatives to life.

Who you will be training with:

Remarkable Communications is a Victoria, BC-based communications agency that exists to Amplify Indigenous Voices.

Our team of 13+ staff provides a complete range of on-site, online, and studio-based multimedia services to support Indigenous leaders, community members, and organizations meet their objectives.

We are a young, nimble hybrid/remote/in-person team prioritizing a positive and fun work environment. While we often work remotely, there will be instances when we will need to meet on location in so-called Victoria, BC. Our values include being kind and willing to learn, so we are excited to learn about your ideas and how they can help us achieve our goals. We are committed to making a positive difference in the lives of our teammates, community members, and the world. As such, we do provide training, and ultimately, our ambition is that you will leave your time here with additional skills, training, and experience to help you develop skills that will advance your future career opportunities. This position is a great beginning for those interested in pursuing degrees /certifications and career opportunities in Digital Media / Marketing, Communications / Journalism.

Who you are:

- Of Saltwater Salish descent (WSÁNEC, Lekwungen, Tsuk, SCÍÁNEW_ and Quw'utsun)
- Organized and a great communicator. You're also self-aware and emotionally intelligent.
- You have proven abilities to work well in a team environment. You're positive, pleasant, and easy to work with.
- A curious and enthusiastic person with experience in creating captions, graphics, communications materials, and video shorts, combined with a desire to learn.
- A fun and creative person who wants their work to make a difference in the world.
- Ability to work quickly and independently, manage multiple projects simultaneously, and make efficient decisions.
- Fluency with or willing to learn digital platforms like TikTok, Instagram, Zoom, the Google suite of office tools, Slack and Trello
- Preference will be given to candidates with a proven background in growing community engagement through content creation.

We thank all applicants in advance for their interest; however, only those candidates under consideration will be contacted. No phone calls or agencies, please.

We are committed to employment equity and an inclusive, barrier-free selection process and work environment.

We are committed to providing accommodations for people with disabilities in all areas of the hiring process. If you require accommodation during the hiring process, please let us know your needs in advance. Accommodation requests will be provided on an individual basis. Remarkable Communications is committed to employment equity and an inclusive, barrier-free selection process and work environment.

How to Apply

To apply, please email your resume and a content sample you are proud of to careers@remarkablecommunications.com with the subject line "comms coordinator resume" and your favourite joke about a salmon.