



Centre for Indigenous Support
and Community Engagement
Carleton University

JOB OPPORTUNITY

Indigenous Communications Student *Carleton University Student Position*

Department:	Centre for Indigenous Support and Community Engagement (CISCE)
Employment Status:	Student, Part-Time
Minimum-Maximum Weekly Hours:	10 hours per week
Duration:	October 2024 – April 2025
Wage:	\$18 per hour

Responsibilities

Under the supervision of the *Indigenous Cultural Counsellor*, the *Indigenous Communications Student* is primarily responsible for developing and creating communications material to share with Carleton students, faculty, professional services staff and community. The *Indigenous Communications student will work on* key communications vehicles, including the monthly e-newsletter, social networking, and internal Ojigkwanong communications, as well as being an ambassador of the Centre for Indigenous Support and Community Engagement.

- Writing, editing, formatting content and distributing the monthly e-newsletter, *Minwàdjimowin (Good News)* and weekly programming emails
- Be the primary person responsible for managing and updating the Centre for Indigenous Support and Community Engagement's social networking presence
- Graphic design of communications material for programming, activities and events
- Basic maintenance of the CISCE website (news posts and events)
- Monthly Attendance at CISCE team meetings
- Maintain and update the digital signage and bulletin boards in the Ojigkwanong Centre
- Other duties as required



Centre for Indigenous Support
and Community Engagement
Carleton University

Qualifications

- Must be a Carleton student in good standing
- Priority given to those who identify as First Nations, Metis or Inuk
- Excellent technological skills required; strong assets include 1) experience with MailChimp, or a similar online newsletter/blog platform, 2) social media for professional purposes, and 3) website maintenance
- Demonstrated ability to be creative in communications (e.g. graphic design, photography, creative social media)
- Writing and editing skills, including the ability to write in a clear and concise manner
- Time management skills; the ability to multitask and meet deadlines
- Friendly and approachable demeanor as an ambassador for the Centre for Indigenous Support and Community Engagement and the Ojigkwanong Centre
- Ability to work 10 hours per week

How to Apply

Please submit your cover letter and C.V./resume to the Centre for Indigenous Support and Community Engagement by emailing indigenous@carleton.ca