



Kiizhik
EDUCATION
CORPORATION

School:
1450 Valley Drive
Kenora, ON P9N 3Y4
Phone: (807) 548-4912
Fax: (807) 548-5917

Head Office:
Niisaachewan
Anishinaabe Nation
22 Band Office Rd
Kenora, ON P9N 3X7
Phone: (807) 468-5551
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EMPLOYMENT OPPORTUNITY **Social Media Coordinator**

SUMMARY:

Kiizhik Education Corporation is growing and looking to hire a **Social Media Coordinator**. As a Social Media Coordinator, you will be responsible for developing and implementing our Social Media strategy in order to increase our online presence and improve our online communication and information sharing with our communities, Kiizhik Education Corporation and Bimose Tribal Council.

DUTIES:

- Develop, implement and manage our social media platforms Eg. Facebook, Websites.
- Create engaging text, images and video content
- Manage, analyze and oversee social media content.
- Upload and publish all social posts with captions.
- Attend school, community and organization's events.
- Maintain and update Websites for our various departments.
- Create and Distribute Monthly Newsletters, Events Flyers and Invitations.
- Other duties as assigned

QUALIFICATIONS:

- Grade twelve diploma or equivalent certification
- Expertise in multiple social media platforms
- Strong organizational and communication skills
- Knowledge of Anishinaabemowin, culture, and traditions an asset
- A clean criminal record check and vulnerable sector check.

Along with a resume and cover letter and three references. Applications will be accepted until **Wednesday, December 1, 2021 at 4:00 p.m.**

**PLEASE SUBMIT APPLICATION BY MAIL (marked as confidential), E-MAIL, IN PERSON,
OR FAX TO:**

Attention: Human Resources Manager
598 Lakeview Drive, Kenora, ON P9N 3P7
Telephone: (807) 468-5551
Fax: (807) 468-3908
e-mail: sricklefs@bimose.ca

Only those applicants selected for an interview will be contacted.