

***Opportunity: Part-time Contract***  
**Communications and Outreach Coordinator for  
Indigenous Guardians Technical Support Team**

**Background**

The [Indigenous Guardians Technical Support Team](#) (TST) supports Indigenous Nations who are establishing or strengthening their Indigenous Guardian programs. The TST is an extension of the [Indigenous Guardians Toolkit](#), both of which are part of [Nature United](#)'s commitment to support the authority of Indigenous peoples to manage their lands and waters. The TST is a team of facilitators with diverse training and applied experience that responds to requests from Indigenous groups across the country and provides virtual technical support through one-on-one workshops, webinars, and other opportunities for people to learn, share and connect about Indigenous Guardians work.

**Opportunity**

We are looking for a Communications and Outreach Coordinator to join the TST, working on a part-time contract basis (2 days/week). This person will work collaboratively with the team to help develop communications materials, promote the Indigenous Guardians Toolkit, and share the services/offering of the TST. The Coordinator will have excellent written and oral communication skills, experience developing and implementing communications strategies, proven success conducting outreach (using a variety of platforms), and a creative and energetic approach to sharing information in accessible and useful ways. The person must have a strong interest and commitment to supporting Indigenous Nations across the country to build and strengthen their Indigenous Guardian programs. Responsibilities will include:

- Developing an overall communications plan with the team and managing communication assets
- Developing bi-monthly newsletter, including content and design, and other online outreach
- Writing and developing content in various formats (e.g. blog posts, social media, video shorts, program profiles, community stories) for the Indigenous Guardians Toolkit website
- Managing and updating website and social media (currently Facebook)
- Supporting virtual meetings, webinars, and workshops including producing and sharing relevant information
- Finding new and exciting ways to engage with and increase reach to key audiences
- Coordinating with TST team and Nature United communications team

**Skills and Experience**

- Background and experience in communications and/or outreach and engagement
- Proven strong writing skills with experience creating various types of clear and accessible written and visual content (experience with design and/or photo/video editing an asset)
- Experience engaging with Indigenous communities
- Thrives on working independently and as part of a remote team
- Strong problem-solving skills, flexibility, and passion for issues related to Indigenous Guardians!

**Please submit cover letter, current CV and one writing sample to Claire Hutton  
([chutton@natureunited.ca](mailto:chutton@natureunited.ca)) before April 5, 2021.**