



Katimavik



we are hiring

- POSITION** Manager, Marketing & Communications
- TERM** Permanent. 35-hour work week.
- SALARY** The salary range \$55,000-\$60,000 per year.
- LOCATION** Head Office, Montréal, QC

The Manager, Marketing & Communications reports to the Chief Executive Officer, is a member of the executive board and will also supervise 4 to 5 people amongst two teams of people focused on communications, social media, and participants recruitment.

This role is full-time, in person and requires fluency in both English and French as communications are created in both languages.

WHO WE ARE

Check out our website - <https://katimavik.org/en/>

WHY JOIN OUR TEAM?

- Be part of a national organization that help shape and develop diverse youth as engaged, caring citizens and capable contributors and leaders for a better Canada.
- Evolve in a dynamic and collaborative environment focused on constant enhancement, fostering understanding, respect and reconciliation with Indigenous peoples and with Canada's other diverse cultures, regions and the environment.

WHAT YOU'LL DO

Communications, Content Development, and Oversight

- Working with the Chief Executive Officer ("CEO"), develop and manage Katimavik's marketing and communications strategy as well as the supporting collateral.
- Ensure that messaging and branding reflect the values, mission, and strategic objectives of



join our team

Katimavik.

- Manage Katimavik marketing budget.

In collaboration with your team:

- Write and edit content such as annual reports, promotional materials, video scripts and digital communications.
- Create and update collateral outlining Katimavik's mission and programs and develop communications content to engage stakeholders.
- Support Katimavik's fundraising in collaboration with the Fund Development team

Media Engagement & Digital Media Management

- Manage media relationships.
- Draft press releases, opinion letters, letters of support, etc., and coordinate the follow up with media.
- Support the development of an annual digital communications plan including inspiring Alumni/stakeholder journeys.
- Continually find ways to improve results through use of metrics and other measurement tools

Alumni Engagement

- Develop and facilitate communication materials and activities directed to alumni, including surveys, testimonials, thank-you cards, etc.
- Coordinate alumni relations & support fundraising initiatives.
- Manage professional photography and videography for Katimavik, including the National Experience.

YOU ARE

- Excellent communicator, spoken and written.
- You know how to adapt to different audiences.
- Builder mindset: you can navigate through complexity to create the future.
- Go-getter: you achieve results on what you set out to do
- You are creative. innovative. and daring.

Katimavik is an Equal Opportunity Employer committed to the principles of equity and inclusive employment opportunities. Candidates from equity-seeking communities including but not limited to Indigenous communities, communities of colour, and newcomer communities will be seriously considered and are encouraged to self-identify in a cover letter.



join our team

- You are a team player, a coach, a mentor.

YOU HAVE

- Bachelor's degree in marketing or communication is an asset.
- Minimum 5 years experience in marketing and communication management function
- You have agency and client-side experience.
- Knowledge of Marketing strategies within nonprofits
- Knowledge of Office 365, Salesforce, Google Analytics, Canva, Adobe Suite, etc.

SOME OF OUR BENEFITS

- 15 days per year personal sick time (non transferable from year to year)
- 20 vacation days per year
- Paid time off during the end of year office closer (Dec 25th to Jan 1st)
- All staff receive paid days off for provincial stat days in which any staff member lives (ex: St-Jean is for all staff not only employees based in Qc)
- Health Spending Account
- Healthcare plan
- Long term disability insurance
- Company smartphone

If you are marketing savvy, have an entrepreneurial and go-getter spirit, love to work as a team in a dynamic environment, enjoy collaborating with experts, coaching, and developing a team, join us!

HOW TO APPLY

Send your cover letter and resume to jobs@katimavik.org

. We appreciate all those who apply however, only those who are moving forward in the selection process will be contacted

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