



Communications Coordinator

If working for a volunteer-based genealogy group and supporting our mission and present stage of growth excites you, then we want to hear from you regardless of whether or not you fit the job description. If you are the right fit, then we will collaborate to adjust the job description.

The Aboriginal Genealogy Network is a volunteer-based not-for-profit working cooperatively and sharing family trees and research with individuals who have Aboriginal, First Nations, Inuit, and Métis ancestors. An experienced volunteer will provide orientation to our systems, direction and supervision of agreed tasks, and mentoring in Indigenous protocols and 'world view'.

☐ Duties will include:

☐ COMMUNICATIONS

- Establish and maintain contact with members, volunteers, and the public
- Complete needs survey of members and contacts
- Prepare and distribute print publications, information updates, newsletters
- Routine use of social media, email, Facebook, zoom and SharePoint
- Create a web-page or work with web-site designer
- Report results on a weekly basis: review progress, schedule priorities and receive guidance from an experienced volunteer mentor

☐ MANAGEMENT of information, folders and data

- Meetings, on zoom and in-person following covid-19 protocols
- Basic financial reporting
- Research sources of funding and apply for grants

☐ ORGANIZATION of systems and routines: SharePoint application

- develop consistent, straight forward, and easy-to-manage routines
- create forms and templates to be used by volunteers with various skill levels
- develop work plan and apply efficient time management skills

Qualifications:

- Preference given to candidates with contacts and/or experience working with Indigenous people, Elders, and communities
- Maturity and previous contract experience, preferably with a not-for-profit
- Able to work independently in a volunteer-based environment
- Positive approach: 'get it done' attitude
- Experience managing communications and administrative tasks
- Confident using social media applications
- Open to learning; willing to ask for and accept guidance
- Computer skills including word processing, data management, presentations: we are transitioning to MS Office 365 and Sharepoint

TERMS: Due to the work-from-home nature of this position, the successful candidate must have access to their own computer and Internet access for work. Software and routine office supplies can be provided or costs reimbursed.

The full-time nature of this position is dependent on funding through the Student Work Placement Program. The successful candidate must be:

- Registered as a domestic student in a recognized post-secondary institution
- A Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Must have a work-integrated learning component within their study plan
- in a full or part-time program
- in any program of study

However, if a candidate does not meet the funding eligibility criteria, we would be open to this position being filled on a part-time basis, **2 to 3 days per week (18 to 20 hours)**, with an initial engagement of 16 weeks.

Compensation: hourly rate of \$22.00; agreeable scheduling and hours will be determined, depending on funding availability.

Out-of-pocket expenses for travel, supplies, food etc. should be confirmed in advance.

Applications received until position is filled: ancestorconnections@gmail.com Subject line: Communications Coordinator. Include relevant experience with Indigenous people, knowledge of genealogy and references.

All volunteers and contractors agree to the following CODE OF CONDUCT

- **Communicate clearly and honestly:** All contractors and volunteers must be respectful with one another, consult elders to understand traditional protocols, and ask for help or guidance when needed.
- **Initiate problem solving:** Speak first to the person(s) involved, seek positive solutions; bring concerns and unresolved issues to the attention of the Steering Committee. Gossip is not tolerated.
- **Confidentiality:** Keeping information private; including personal details about anyone who you come in contact with through this contract. Confidentiality is important for building and maintaining trust, and for ensuring open and honest relationships.
- **Informed Consent** ensures protection of privacy and appropriate use of personal information