

## **Communications Coordinator**

### **National Aboriginal Capital Corporations Association (NACCA)**

***NACCA is seeking a qualified, highly motivated individual to fill the role of Communications Coordinator.***

#### **About NACCA**

NACCA, the National Aboriginal Capital Corporations Association, is a network of over 50 Indigenous Financial Institutions (IFIs) dedicated to stimulating economic growth for all Indigenous people in Canada. NACCA's goal is to provide opportunities for Indigenous entrepreneurs and increase prosperity for Indigenous people in Canada.

NACCA advocates for Indigenous economic development by focusing on the following: representing the unified voice of IFIs; publishing national and regional results of IFI work; fostering partnerships and building capacity; and delivering programs, products, and services to IFIs.

#### **The Position**

As the Communications Coordinator, you will play a pivotal role in supporting our organization's mission by effectively communicating our initiatives, achievements, and objectives to internal and external stakeholders. You will collaborate closely with various teams to develop and implement comprehensive communication strategies that amplify our efforts within the Indigenous economy and government relations sectors. Your strong communication skills and ability to build meaningful relationships will be essential in promoting our organization's work and engaging with diverse stakeholders.

#### **Key Responsibilities**

- Create engaging and persuasive content for various platforms, including websites, social media, press releases, and internal/external communications.
- Write a variety of content to support communications and marketing efforts, including newsletters, design of brochures & documents.
- Monitor analytics and create reports detailing the successes and failures of communications campaigns and strategies.
- Respond to media inquiries, track, and assess media coverage and maintain relationships with journalists and other members of the media.
- Plan press conferences and other promotional events to help keep the organization top of mind.
- Coordinate volunteers, support staff, vendors and more to support events.

- Perform outreach to press outlets, magazines, influencers and build strategic partnerships to grow brand notoriety.
- Cultivate and maintain strong relationships with key stakeholders, including government bodies, Indigenous communities, industry partners, and media outlets.
- Develop, manage, and deliver communications to various internal stakeholder groups as required.
- Effectively work with external consultants to develop various communication products for various internal and external stakeholder groups.
- Organize and update document libraries, templates, forms, and other important communication materials.
- Stay up to date with industry trends, Indigenous economic development, government policies, and issues affecting Indigenous communities to inform communication strategies.

#### **Qualifications and Requirements**

- 2+ years related experience in communications, marketing, or media industry.
- Superior time management and organizational skills with the ability to meet deadlines.
- An analytical mind and ability to think critically.
- Exceptional written and verbal communication skills with the ability to craft compelling messages for diverse audiences.
- Precision-oriented: We are seeking individuals who demonstrate meticulousness and accuracy in their work.
- Ability to work both independently and as part of a team.
- Comfort working in an environment with Office 365, Adobe, Canva, capable of creating visually compelling content & embrace new technologies.
- Proven knowledge of communications and marketing ethics and best practices.
- An understanding of Indigenous issues and unique cross-cultural contexts.
- Proficient public speaking abilities and French language are an asset.

**Persons of Indigenous ancestry will be given preference (s. 16(1) CHRA)**

**This is a full-time position located in Ottawa.**

#### **Salary & Benefits**

We offer a competitive salary and benefits package including a defined benefits pension plan, as well as opportunities for growth and advancement within the organization. If you are self-motivated and detail-oriented individual with a passion for communications, we encourage you to apply for this exciting opportunity.



NACCA

NATIONAL ABORIGINAL CAPITAL CORPORATIONS ASSOCIATION

*NACCA is committed to an inclusive and barrier-free work environment. Workplace accommodations are available. If contacted regarding this opportunity, please advise the Human Resources representative of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Thank you to all applicants; however, only persons whose applications have been selected will be contacted.*

**Please send resume and cover letter to [HR@nacca.ca](mailto:HR@nacca.ca)**