

Communications Assistant, Montreal Indigenous Community NETWORK

Description of Organization

The Montreal Indigenous Community NETWORK envisions an urban setting where the well-being and growth of First Nations, Inuit and Métis communities throughout Tiohtià:ke/Montreal are led by Indigenous communities.

The NETWORK contributes to establishing and fostering an environment centered on relationship-building and community connections that ensure safe and abundant access to culturally relevant information, services, and resources. We are working towards an urban setting which honours, respects and celebrates the diversity of Indigenous knowledge, cultures and innovation.

Responsibilities and deliverables

The main objective of the communication's assistant (intern) is [to promote announcements made by our partners.](#)

In this role, the intern will be brought to (10 hours a week):

- Receive announcements from our partners.
- Write and translate partner's announcements on our website.
- Promote the announcements weekly on social media (Facebook, Instagram, LinkedIn).
- Use Canva to create visuals to promote the announcements on social media.
- Follow up with partners by email.
- Participate in weekly meetings with the communications team and with the NETWORK team (3 hours a week).

Furthermore, the intern will be brought to create a social media campaign of their choice at the end of their internship. The subject of this campaign will depend on the experience and interest of the intern, and can be related to the different NETWORK's activities (community announcements, research reports, annual report, mental health program, resources guide for community members, etc.) or to the NETWORK's awareness activities (Indigenous realities, prejudice, homelessness,

allyship, safe access to services, etc.). The intern will also be brought in to evaluate the performance of this campaign. (2 hours a week).

Assets and Requirements

- Strong written communications skills, functional bilingualism (French / English) (other team members can provide some support with translation)
- Interest in graphic design, general understanding of social networks for personal use (Facebook, Instagram, LinkedIn)
- Capacity to work with Google Suite
- Ability to learn new technologies (tech-savvy)
- An interest for social justice and decolonization.

Duration: 2nd September – 22nd November 2024

Site of employment: Hybrid

Location: Verdun (spacial co-working space 4012A Rue Wellington #2nd Floor, Verdun, Quebec H4G 1V3)

**All OCE interns are also welcome to come [co-work at the SHIFT Centre \(LB-145\)](#) throughout the work week.*

Hours: 180 hours (roughly 10 hours a week)

Remuneration: \$3,600

Please note that the OCE internship payments are made as honorariums, sent in 2 instalments at mid-semester and the end of the semester.

Deadline to apply: 9 August midnight

To apply:

Please send an email to Katia McEvoy (katia@reseautlnetwork.com) with:

- Email subject “Communications Intern application”



OFFICE OF COMMUNITY
ENGAGEMENT

- Resume
- Cover letter explaining your skills, learnings and interest related to the position