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**2023 JEUX  
AUTOCHTONES**  
de l'Amérique du nord  
HALIFAX · NOUVELLE ÉCOSSE



North American  
**INDIGENOUS  
GAMES 2023**  
HALIFAX · NOVA SCOTIA

## Coordinator, Media & Communications

### About Us

Halifax (Kjijipuktuk) is hosting the 2023 North American Indigenous Games (NAIG 2023) from July 15 to 23, 2023. NAIG 2023 will welcome close to 5,000 Indigenous participants from across Turtle Island (North America) to participate in the largest multi-sport gathering in Atlantic Canada of Indigenous people since contact. NAIG 2023 will be supported by 3,000 volunteers in a celebration of Indigenous sport and culture across 16 sports and 8 days of cultural celebrations. NAIG 2023 is organized and executed by the NAIG 2023 Host Society, who is a not-for-profit organization and the employer of this opportunity.

### Our Opportunity

Reporting to the Director, Marketing & Communications, the Media & Communications Coordinator is a specialist who supports the Games in the development of communications strategies and assisting the Games in building positive relationships with stakeholders and media. The position will also coordinate and support the logistics and content needs of the host broadcaster and/ or webcaster, along with supporting the overall duties of the marketing and communications division.

### Role and Responsibilities:

- Primary point of contact on incoming media requests relating to NAIG 2023 and the Host Society operational updates
- Maintain & develop a monthly e-newsletter to Games partners and stakeholders
- Support the operational and content requirements necessary to provide successful live streaming and broadcasting of the Games
- Develop and distribute media advisories, releases and other communications material as required
- Proactively identify and monitor issues related to or may have an impact on the Games
- Develop and maintain various key stakeholder databases
- Support marketing colleagues with the development of communications content and promotional media opportunities for events leading up and during the Games.
- Understanding of media and social media monitoring tools and products (Meltwater).
- Event Planning, coordination and execution of media and stakeholder events. deliverables.
- Other duties as reasonably required. Due to the nature of our organization, and especially during the time leading up to, and during the actual Games, all staff will be required to act in capacities beyond their formal job description

### Qualifications

- Diploma or undergraduate degree in Marketing, Communications, Public Relation or related fields
- Two (2) or more years of related work experience or a combined equivalent of education and work experience
- Experience working with local and national media
- French Language skills considered an asset
- Experience working with Mi'kmaq/Indigenous communities and organizations; considered an asset



Working Conditions

- **Anticipated start date:** June 27, 2022 or as soon as possible
- Flexibility in hours, as there will be expectation for some evenings and weekends required
- Own reliable transportation required, including a valid Class 5 license
- Satisfactory criminal record check and Child Abuse Registry Check must be provided prior to the commencement of the contract

Work Status:

Temporary full time contract up to August 2023.

Hours of Work:

35 hours a week and must be willing to work a flexible work schedule.

Salary:

\$40,000 - \$50,000 per annum.

Closing Date:

Applications will be received up to midnight on June 3, 2022

Candidates are encouraged to self-identify in this recruitment process under any of the employment equity groups. Preference will be given to applications from qualified Indigenous/Aboriginal persons.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation, should discuss their needs with the recruiter when invited to the recruitment process.

To apply or any questions regarding this position can be directed to:  
[careers@naig2023.com](mailto:careers@naig2023.com)

*Please note: We thank all applicants for their interest in this position. Only those applicants selected for interview/testing will be contacted.*