



## Marketing & Communications Assistant (Canada Summer Jobs)

### About Us

Halifax (Kjipuktuk) is hosting the 2023 North American Indigenous Games (NAIG 2023) July 15 to 23, 2023, we will welcome approximately 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. 3000+ volunteers will bring life to the celebration of Indigenous sport and culture together. 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. For more information go to [www.naig2023.com](http://www.naig2023.com).

### Our Opportunity

Our marketing and communications assistant role supports the Marketing and Communications division in supporting the execution and monitoring of marketing and communications strategies. The role involves the creation of marketing and communications materials such as media releases, newsletters, event planning and media monitoring.

### Role and Responsibilities:

- Support the internal/external communications for the planning of the one-year out celebration and other marketing events.
- Stakeholder relations & communications
- Support internal projects and communications (i.e. website)
- Assist with the production/management of marketing materials and collateral
- Media monitoring
- Provide administrative and project support for a variety of marketing programs
- Update spreadsheets, databases and inventories with statistical, financial and nonfinancial information
- Interdepartmental collaboration and support for on-going initiatives or campaigns
- Support the planning of and attend pre-games, promotional or partner events to share information about NAIG 2023
- 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

- Must be between the ages of 15 - 30 years & legally entitled to work in Canada (valid Social Insurance Number)
- 6mos - 1 year Education/experience working in Marketing & Communications

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



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

- Experience working independently and/or as a team on a multi-faceted Marketing & Communication campaign
- Experience working with Mi'kmaq/Indigenous communities and organizations; considered an asset

#### Working Conditions

- **Anticipated start date:** June 6, 2022
- 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 up to August 2022.

#### Hours of Work:

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

#### Salary:

\$14.50 per hour

#### Closing Date:

Applications will be received until positions is filled

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 Laura Seaboyer at [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.*