

Content Developer

Authority

The Content Developer reports directly to the Communications Manager.

Purpose

The Content Developer should have a high degree of knowledge and competency with desktop publishing, creative and technical writing, and writing for social media and the web.

Specific Responsibilities

- Developing and writing content for in-house production activities, the organization's various social media accounts, and the organizational webpage;
- Strong experience in a variety of writing disciplines, including:
 - language, culture, and history books which will appear in print, online;
 - gathering and writing material from different sources (communities, schools, program units, and staff within the organization);
 - adapt to a specific target market/audience which include teachers and students in First Nations communities.
- Writes content for future publications, including language and cultural resources;
- Writes content across all social media platforms;
- Maintains continual contact with all units within the organization to keep a flow of up-to-date news;
- Seeks out stories and asks questions via organization units, or other media;
- Works closely with the production team to ensure efficiency and maintain a collaborative environment;
- Interview persons in arrange of different circumstances, and records interviews and meetings for future use;
- Writing timely blog posts about highly searched events/topics;
- Writing press releases and advertorial copy;
- Quality control - some copyediting may be required;
- Creates and uploads news content for the MFNERC website, as well as keeps it up to date.

Qualifications

Education & Experience

- A post-secondary diploma in Creative Communications or equivalent degree/experience;
- Strong writing and editing skills are a must;
- Blogging experience and familiarity with WordPress;
- Knowledge of social media;

- Ability to research and write articles to short deadlines;
- Familiar with the latest desktop publishing software;
- Awareness of Manitoba First Nations education development, reform and socio-economic conditions of First Nations communities;
- Awareness of communication systems, networks, and protocol among First Nations communities and organizations;
- Ability to relate to and communicate with a team of professionals;
- Excellent oral and written communication skills;
- Strong time management and organizational skills and the ability to work under pressure;
- Ability to handle and prioritize multiple tasks and meet all deadlines;
- Professional behaviors that personify strong work ethics;
- Ability to work independently and cooperatively in an interdisciplinary team of professionals;
- Ability to speak a First Nations Language would be an asset;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Ability to travel to First Nation communities within Manitoba.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by 4:00 p.m. **Wednesday July 6, 2022** to:

Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: employment@mfnerc.com | Fax: 204.942.2490

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Indigenous people and applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website at www.mfnerc.com

Re-Posted: June 22, 2022