



Job Title:	Digital Communications Coordinator Trainee	Travel Required:	No
Location:	Toronto	Position Type:	Full-Time, Temporary
Temporary Position Length:	1 year	Salary:	\$22.00 per hour – based on Miziwe Biik's Salary rate for the Fiscal Year
Reports to:	Executive Director/ Program Director	Posting Expires:	May 14 th , 2025

Organizational Overview:

Aboriginal Legal Services was established February 21, 1990. ALS was formed following a needs assessment by the Native Canadian Centre of Toronto. With approximately 75 dedicated employees, Aboriginal Legal Services is headquartered in Toronto and operates nearly a dozen satellite offices across Ontario. Over the years ALS has become a nationally recognized leader in the development of Indigenous-led justice programming and in test-case litigation. Indigenous People require equitable treatment in the justice system, access to the legal and related resources within the justice system, as well as understanding of the system and their options. The support required includes advocacy in all areas of the law as well as alternatives which can break the cycles of recidivism and dependency which is all too prevalent. These alternatives are more effective when they are community controlled and are based on the traditional cultural norms and values of the Indigenous community.

Position Summary:

The Digital Communications Coordinator Trainee is a dynamic role aimed at developing practical skills in digital communications within Aboriginal Legal Services. Under the mentorship of the Executive Director, the trainee will support the creation, coordination, and distribution of our e-newsletter, manage social media platforms, and engage with internal stakeholders to gather content and updates. This position offers a unique opportunity to learn and contribute to enhancing our digital presence and community engagement.

Duties and responsibilities

- Liaise between ALS and various community agencies/groups such as Probation and Parole, Bail Program, and Correctional Institutions;
- Liaise with Elders, traditional knowledge keepers and other organizations providing cultural safety through their service;
- Work in conjunction with various programs and departments within ALS;
- Develop and deliver groups with cultural and therapeutic components;
- May assist in Traditional Counselling with individuals, couples, families, children and youth;
- Assist in conducting ceremonies;
- Outreach to educate and inform service providers and community about programs and services available;
- Complete all statistical information required by funders;
- Develop evaluation tools to assist in assessing needs and gaps in service;
- Writing support letters for courts and maintain case notes;

Qualifications

Content Curation and Communication:

- Assist in curating content for the e-newsletter and social media platforms;
- Reach out to managers and other stakeholders for updates and contributions to the e-newsletter and social media posts;

- Ensure the content is received by deadlines;

Digital Engagement:

- Support the management of the e-newsletter and social media follower engagement.
- Assist in updating and maintaining the distribution lists with new subscribers to ensure targeted and effective communication.

Social Media Management:

- Support the management and updating of social media platforms (Facebook and LinkedIn) to ensure consistent and engaging communication with the community.
- Assist in tracking social media engagement metrics and report findings to the Executive Director or designated supervisor.

Promotional Materials:

- Assist in the ordering and purchasing of custom promotional materials with the ALS logo and name to ensure brand consistency.
- Coordinate with vendors to ensure timely delivery and quality of promotional materials.
- Maintain an inventory of promotional materials and distribute as directed by the Executive Director or designated supervisor.

Community Events:

- Coordination of community events, including setting up information booths and ensuring a meaningful ALS presence.
- Capturing visual content to showcase ALS's engagement with the community.
- Drafting content to capture the essence and outcome of each event, highlighting key moments of ALS's interaction with attendees, and providing information on the impact and significance.
- Preparing and sharing this content, after review by the Executive Director, across ALS's social media platforms and e-newsletter to provide a narrative of ALS's community involvement and the event's impact.

Learning and Development:

- Participate in training and development opportunities to grasp digital communications strategies and tools.
- Collaborate with the Executive Director and other team members to learn best practices and contribute to digital communication initiatives.

Administrative Support:

- Provide administrative support to the Executive Director as needed in the realm of digital communications.
- Act as backup receptionist as needed.

To Apply:

To apply to this job posting, please submit your cover letter and resume with “Digital Communications Coordinator” in the subject line to hrgeneral@aboriginallegal.ca or fax it to (416) 408-1568.

Potential candidates must be First Nations, Inuit or Metis and reside within the GTA. Candidates must be registered or eligible to register with Miziwe Biik Aboriginal Employment and Training.

Aboriginal Legal Services is an equal opportunity organization committed to diversity and inclusion. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We welcome and encourage applications from all qualified applicants. Accommodations for persons with disabilities required during the recruitment process are available upon request. To request accommodation, please email Nazaninn@aboriginallegal.ca. We would like to thank all applicants for their interest but only those selected for an interview will be contacted.