



## *Institute for the Advancement of Aboriginal Women*

The Institute for the Advancement of Aboriginal Women (IAAW) is a non-profit organization in Alberta that recognizes the role, value, and achievements of Indigenous women in society, and raises awareness about the challenges and obstacles they face.

IAAW provides advocacy, programs, and services for Indigenous women. All programs and services are created by and for Indigenous women. Since its humble beginnings in 1995, IAAW has been a source of truth and a place where spirits are lifted, and voices elevated for the thousands of Indigenous women who have sought support over the years.

### **Summer Job Description: Communications**

We welcome students who are currently enrolled and/or returning to a post-secondary institution in a Public Relations/Journalism or Digital Media program at a university/college in Alberta.

#### **Responsibilities**

Draft news releases, blogs, articles, social media posts, and web stories. Assist with events. Help refine IAAW's digital strategy. Actively engage in social media. Assist with the implementation of IAAW's strategic plan.

#### **Skills and Abilities**

Knowledge and experience of communication practices. Excellent written and oral communication skills. Engaged in and/or knowledge of social media platforms. Knowledge of Microsoft Word, Excel, Powerpoint, InDesign. Strong interpersonal and time management skills. Ability to travel and have dependable transportation.

Full-time position. Monday – Friday 8:30am-4:30pm or 9:00am—5:00pm, seven hours per day. Wage \$20.00-\$22.00 per hour, based on experience. This is a Canada Summer Jobs position and is for post-secondary students returning to school in Fall of 2022. The summer student would primarily work from home.

The employment term is from May 9 to August 31, 2022.

Interested students can email: [sandra@shuculak.com](mailto:sandra@shuculak.com) and [maureen@iaaw.ca](mailto:maureen@iaaw.ca) with a cover letter and resume.