



## ICMI Job Posting

### Digital Administrative Assistant

Application Deadline: Nov 30, 2022

Anticipated Start Date: Jan 9, 2023

Conditions: 10-15h/week \$20-\$30/hr

Level: College Diploma/Bachelor

Type of work: Remote

Indigenous Culture and Media Innovations ([www.icmi.ca](http://www.icmi.ca)) is an Indigenous arts organization dedicated to elevating Indigenous arts, knowledge and lifelong learning.

The Digital Administrative Assistant is a part time contract position between 10-15 hours a week within Indigenous Culture and Media Innovations. Compensation is based on experience and ranges from \$20-\$30 hourly Canadian.

#### Responsibilities:

- Reports to the Executive Director
- Writes and edits grant applications
- Writes reports including financial and program progress as directed by Executive Director
- Develops informational workshops and webinars regarding Indigenous arts and digitization as well as Indigenous culture and knowledge
- Outreach to Indigenous artist and arts organizations and artists
- Assist in arranging and participating in meetings with community partners
- Updating ICMI websites and social media platforms
- Assist in communications, web design and maintenance and marketing strategy development
- Video Production and post-production when required
- Research including production equipment, digital software, Indigenous artists and organizations, the Indigenous use of digital technology
- Development of Indigenous arts database
- Weekly update reports
- Perform administrative duties such as filing, emailing, telephone, use of standard office equipment and remote digital counterparts
- Other duties as assigned by Executive Director

## Requirements

- A Bachelor degree or College level diploma in Arts, Communications, Indigenous Studies, Digital Production or similar
- Capacity to fulfill the position remotely including full internet access
- Capacity to produce multimedia based productions including computer and storage
- Priority will be given to those who are verified members of the Indigenous community