

Date: October 16th, 2018

Submission Deadline: October 29th, 2018

Company: Canadian Council for Aboriginal Business (CCAB) www.ccab.com

Job title: Marketing Associate – Awards & Communications

Dept.: Marketing

Reports to: Manager, Marketing

Job Purpose

The Marketing Associate - Awards & Communications is responsible for the Awards program (which coincide with CCAB events – Toronto Gala, Indigenous Women in Leadership Award, Calgary Gala and Vancouver Gala) and external communications.

- Awards program includes 5 National Awards; responsibilities include but not limited to; nomination criteria and process, jury selection, stakeholder relations, award recipient relations, logistics, etc.
- Communications responsibilities include, but not limited to, social media, magazine (CCAB Aboriginal Business Report – 3 issues annually) development, e-newsletter, PR Agency relations, maintaining website.

External Contacts – CCAB Members, Corporate Canada, Aboriginal Businesses, Vendors, Media

Duties and Responsibilities

- Awards:
 - Review of nomination criteria and process to ensure ease of submission(s)
 - Communication plan to promote each award and encourage nomination submissions
 - Selection of Jury for each award
 - Set-up and execution of nomination selection
 - Announcement of award recipient(s) – media advisory, social media, e-newsletter, etc.
 - Award Recipient logistics – transportation, accommodations, unique requirements, filming of award video, creation of award, etc.
 - Working with Marketing Associate – Events, to ensure all logistical criteria are met
- Communications:
 - Participate in the creation and editing of communication initiatives including e-newsletter, press releases, project plans
 - Social media – Twitter, LinkedIn and Facebook
 - Assist in the development and execution of CCAB's *Aboriginal Business Report* magazine – 3 issues annually
 - Develop story ideas
 - Work with publishing company to execute stories – journalists, interviews, photos, photo shoots, etc.
 - Copy edit/proof read
 - Mailing Lists

- Manage internal stakeholder approvals of content and support senior management in crafting key messages, maintaining project plans and editorial calendars
- Posting of content to CCAB's website
- Other copy writing as required – such as web copy, internal messaging and articles for various audiences

Qualifications

Formal Education and Experience

- Minimum 5 – 7 years proven experience in communications
- Minimum of a Bachelor's degree or Diploma in Journalism, Communications, Marketing, Events or related discipline

Knowledge and Skill Requirements

- Must be well-organized with strong attention to detail and follow-up skills. Ability to manage multiple assignments, meet deadlines, work independently and follow through to resolve day-to-day administrative matters
- Exceptional command of the English language, preferably previous experience in a role with strong emphasis on writing and editing
- Excellent oral communication and presentation skills
- A strong team player with a desire to learn and collaborate
- Able to adapt to new assignments and apply best practices to refine and improve work processes and procedures;
- Demonstrated ability to build relationships with key stakeholders including corporate partners, volunteers, Award recipients and members
- Excellent working knowledge of the media landscape, understanding of social media activation and community engagement
- Excellent judgment and discretion in handling sensitive data and confidential information
- Computer literacy, including proficiency with Microsoft Word, Excel, PowerPoint, and Outlook required

Considered an Asset

- Familiarity with Aboriginal business and relations
- Working in a member-based organization
- Bilingual English and French

For more information about Canadian Council for Aboriginal Business, visit: www.ccab.com

TO APPLY:

- Please submit your resume and cover letter to HR@CCAB.com on or before October 29, 2018 via email, with "Marketing Associate – Awards & Communications" in the subject line. We would appreciate no phone calls or agencies.
- We would like to thank all applicants for applying for this position, however you will only be contacted if your candidacy is being considered. CCAB is committed to an inclusive and accessible recruitment and selection process. If you are invited to attend an interview and require an accommodation, please advise us in advance of our meeting.

Job Type: Full-time, some travel required.