



Rematriation

IMMEDIATE OPENING - APPLY BY JAN. 9th!

Community Engagement Intern

3-month experience opportunity

Description:

Looking for a highly motivated, creative and organized individual to support the mission of the non-profit organization, Rematriation Magazine & Media that supports a Sisterhood of Haudenosaunee and Indigenous women.

We are searching for an individual with a great work ethic and optimistic personality, who brings a great strong sense of Indigenous community, communication skills within Indigenous community, is highly organized and confident working in media, is an excellent collaborator and manager, and has the ability to work independently and meet deadlines.

The position is remote and requires regular zoom check in with the Rematriation team. This is an unpaid internship that runs from January 17 to April 29, 2022. Open to all Indigenous peoples: professional, students and community members.

Job description:

- Assist and manage projects in direct collaboration with the Rematriation Team to support communications across our digital platforms and activities of the organization. Working directly to support Rematriation Sisterhood events.

Responsibilities:

- Manage and coordinate events and project schedules.
- Manage community outreach on our digital media platforms.
- Gathering, managing and disseminating content and communications across multiple media platforms, including social media, e-newsletters, and community outreach.
- Respond to event inquiries.
- Create and implement social media plans with the Rematriation Team in a timely manner to engage with the community and related events.
- Assist with social media content creation and posts.
- Report identified trends across platforms and community activities.
- Other duties as assigned.
- Give and receive feedback in a healthy, inclusive and constructive manner, encouraging effective teamwork, community engagement and project completion.

Technical Skills & Knowledge:

- Knowledge of event planning and management.
- Excellent organizational skills, and the ability to multitask in a digital media environment.
- Strong communications skills in writing and speaking.
- Comfortable in public communications written, online and in-person (preferred, not required)
- Solid interpersonal skills.
- Skilled in Google Suite, and some knowledge of Slack and Canva is preferred.
- An eye for graphics design is a plus.
- Collaboration, amicability and effective communications with team members.
- Flexibility to work independently and in team environments via zoom.
- An understanding of matrilineal and matrifocal Indigenous lifeways, and knowledge of Indigenous peoples, media and concerns across Turtle Island.

Education/Experience:

- Open to all Indigenous peoples: professional, students and community members.
- Media and non-profit experience is a plus.
- Familiarity with intergenerational trauma/trauma informed care.

Hours:

- Can be a full-time or part-time opportunity
- January 17 to April 29, 2022

Interested Applicants:

- All interested candidates should apply.
- Send a cover letter, resume and any relevant documents or sample of work to Sheri Doxtator: sheri@rematriation.com by January 9th.