



## Communications Coordinator - Reports & Publications

### **About the Kateri Memorial Foundation:**

Established in 1980, the Kateri Memorial Foundation(KMF) is an incorporated non-profit and registered charity dedicated to enhancing health services in Kahnawake. The KMF achieves this mission by 1) planning fundraising events and campaigns 2) coordinating charity programs, and 3) granting gifts to qualified recipients and community initiatives. The KMF is led by a small team of staff and a vast network of volunteers.

### **About the Opportunity:**

The Kateri Memorial Foundation is at a pivotal moment as it prepares to celebrate key milestones including the 10-year anniversaries of both the Charity Golf Tournament and Karonhiarahstha's Winter Wonderland. Over the years these fundraising activities have generated hundreds of thousands of dollars that have been given back to the community through the scholarship program and granting activities. Following the success of these initiatives, the KMF has begun developing new (and reviving old) initiatives that are anticipated to be equally impactful. The Communication Coordinator will have the unique opportunity to participate and contribute to an era of growth and development for the KMF.

### **Overview of the Position:**

The Communications Coordinator is responsible for the development of reports and publications for the KMF that are visually attractive, professional, and informative. In particular, the Communications Coordinator will lead the design and development of the 2023-2024 Annual Report as well as other special reports celebrating upcoming milestones.

### **Role and Responsibilities:**

#### **Research & Development**

Under the supervision of the Executive Director, the Communications Coordinator is responsible for the following research and development tasks:

- Reviewing past internal reports & publications
- Researching and reviewing external reports and publications developed by charities similar to the KMF and local community organizations
- Identifying key steps needed for the successful production of reports & publications
- Creating a timeline for the creation of the 2023-2024 Annual Report
- Contributing to the development of special anniversary reports
- Giving updates on the progress and progression of KMF publications
- Other tasks as needed

### Content Coordination

Under the supervision of the Executive Director, the Communications Coordinator is responsible for the following content coordination tasks:

- Identifying key sources of content for the KMF's reports & publications (staff, board members, volunteers, scholarship recipients, grant recipients, sponsors, etc.)
- Identifying types of content needed (photos, figures, data, quotes, logos, letters, etc.)
- Establishing relationships with key sources and acting as a point of contact for correspondence
- Gathering and managing report content
- Collecting and incorporate feedback and recommendations as needed

### Layout & Design

Under the supervision of the Executive Director, the Communications Coordinator is responsible for the following layout and design tasks:

- Identifying the most appropriate software and tools needed to generate visually attractive and professional reports and publications
- Designing the layout of the 2023-2024 Annual report and other special reports as necessary
- Translating data and information into attractive charts and diagrams
- Identifying and sourcing stock images
- Identifying and commissioning graphic artwork if needed
- Identifying printing needs and acting as a point of contact with printing service providers
- Other tasks as needed

### Team Support and Participation

As part of the Kateri Memorial Foundation Team, the Communications Coordinator is responsible for the following tasks:

- Attending and participating in all team meetings
- Attending and participating in all KMF public events
- Representing the KMF's mission and values

### **Qualifications:**

#### Education, Experience, and Skills

- Currently enrolled in a university program related to communications, graphic design, digital art work, etc.
- Currently enrolled in Tewaohnhi'saktha's Kahnawake Summer Student Employment Program (KSSEP)
- Knowledge and experience with Adobe InDesign and Adobe Creative Cloud products
- Experience working with a Google Workspace or with Google products (Gmail, Drive, Docs, etc.)
- Experience or interest working in a non-profit organization or charity
- Detail-oriented with excellent organization and prioritization skills

**Employment Details:**

**Type of position:** Summer Student Position

**Contract length:** 30 hours/week from May 27th, 2024 - August 18th, 2024 (12 weeks)

**Salary:** \$17.25 - \$20.00/hour based on level of university studies

**Employee Benefits:** The KMF offers competitive benefits including wellness days and training and development opportunities. Student Workers contribute to EI, QPIP, and MSI.

**Location:** In person at the KMF Office located within the Kateri Memorial Hospital Center

To apply, please submit your:

- 1) Professional Resume
- 2) A Letter of Intent
- 3) Two letters of reference Or the contact information of two professional references

For further information or to submit your application please email:

[Careers@katerifoundation.ca](mailto:Careers@katerifoundation.ca)

**Deadline to Apply:**

Sunday May 12th, 2024