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Campbell River, BC V9W 6J7
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Digital Coordinator

ABOUT NORTH ISLAND MÉTIS

North Island Métis (NIMA) was founded in November 1996 to represent the interests of Métis people residing in northern Vancouver Island, from Black Creek to Cape Scott. NIMA's mission is giving voice for Métis people. Our vision is recognition as an essential partner in all decision making that impacts Métis people. We value:

- Bringing Métis people together in community.
- Lifting up Métis people through service for all.
- Providing enhanced care to those with the greatest need.
- Enhancing the cultural knowledge of the Métis community.
- Fostering good relations with the community at large.
- Ensuring equity and inclusivity for all Métis people, regardless of their gender identity, expression, sexual diversity, ability, or socioeconomic background.
- Cultivating a Métis community where every member thrives as part of a proud nation.

JOB OVERVIEW

NIMA is seeking a creative, adaptable, and technologically proficient individual to support the organization's communications, digital platforms, and technology needs.

This role supports both internal operations and public-facing initiatives. The successful candidate will develop and maintain digital resources, provide day-to-day technology support, and contribute to a clear, consistent, and engaging online presence. The position helps ensure that organizational communications, digital platforms, and technology systems remain effective, accessible, and aligned with organizational priorities.

This is a flexible, multi-disciplinary position that can be shaped by the successful candidate's skills and experience. Responsibilities may include content development, graphic design, website management, digital outreach, and technology support. The successful candidate will be comfortable working across multiple areas, managing competing priorities, and identifying opportunities to improve systems, processes, and communication practices. The position reports to the Cultural Programs, Communications, and Technology Manager.

This is a part-time position with an expected schedule of 15–30 hours per week, with compensation based on experience. The language of work is English, and the position is based at our main office at 740 Robron Road in Campbell River, BC.

QUALIFICATIONS & EXPERIENCE

- Post-secondary education in communications, digital media, information technology, or a related field, with a minimum of one year of relevant experience.
- Experience developing and maintaining content for websites, social media, newsletters, or other digital communication channels.
- Strong written communication skills, with experience preparing clear and engaging content.
- Experience creating visual content and communication materials.
- Proficiency in Microsoft Office, Google Workspace, website content management systems, and other common digital tools.
- Ability to troubleshoot technology issues and support users with digital tools and software.
- Strong organizational skills, with the ability to establish priorities, manage multiple tasks, and meet deadlines.
- High level of accuracy and attention to detail.
- Ability to work independently while coordinating with multiple teams and maintaining clear communication.
- Knowledge of Métis culture, history, and community context, or a willingness to learn and apply this knowledge respectfully.

RESPONSIBILITIES

Communications & Content

- Develop and maintain content for the organization's website, social media channels, newsletters, and other public-facing materials.
- Create graphics and other visual materials to support programs, services, events, and organizational initiatives.
- Support outreach, promotion, and community engagement activities across the organization.
- Ensure materials are accurate, accessible, and reflective of organizational values and priorities.

Website & Digital Platforms

- Maintain and update the organization's website and other online platforms.
 - Manage online information, resources, forms, and other web-based services.
 - Support the implementation and administration of digital tools and platforms.
 - Monitor website, social media, and other digital performance metrics to identify opportunities for improvement and support informed decision-making.
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Technology & Systems Support

- Provide day-to-day technology support to staff, including troubleshooting hardware, software, connectivity, and user issues.
- Assist with the setup, maintenance, and organization of office technology and digital resources.
- Support staff in the effective use of organizational software, systems, and digital platforms.
- Research, evaluate, and recommend technology solutions that improve organizational efficiency and service delivery.

Organizational Support

- Collaborate with staff across the organization to support communications, technology, and operational initiatives.
- Assist with the digital and technical requirements of programs, events, workshops, and community activities.
- Prepare reports, presentations, and other materials to support organizational initiatives.
- Maintain working knowledge of NIMA programs, services, and community priorities.

ADDITIONAL NOTES

- Candidates must be willing to work flexible hours as required.
- Must provide a current Criminal Record Check.
- Pursuant to section 41 of the BC Human Rights Code, preference will be given to applicants who are Métis, or other Indigenous.

Please submit a cover letter and resume with two references to frontdesk@nimetis.com using the subject line “Digital Coordinator” or apply online through the form at nimetis.com/careers.