

# INDIGENOUS ENGAGEMENT AND COMMUNICATIONS COORDINATOR

(full-time permanent)



**Aaron Aubin Consulting Inc.** (Aubin) is an Indigenous-owned consulting firm working to deliver tailored and innovative solutions. Aubin pursues client relationships and projects that empower meaningful dialogues between Indigenous communities, government and corporations. Dedicated exclusively to projects that deliver societal benefits, Aubin provides Indigenous engagement, planning, and advisory support for complex and high-profile community-building and infrastructure projects across Canada. Aubin's four core services areas include Indigenous and Stakeholder Engagement, Community Planning and Development, Strategic Planning and Capacity Building.

## DUTIES

The position will require the following duties to be performed:

- Facilitate communication between stakeholders, clients, designers, and project delivery team.
- Mentor, coach and motivate the team.
- Coordinate operational aspects of both internal and external events, encompassing workshops, conferences, community gathers, in-house festivities, site visits, and speaking engagements.
- Facilitate staff engagement at events and record event proceedings.
- Compose and revise content such as reports, presentations, and narratives for both internal and external stakeholders.
- Write and proofread content for surveys, engagement display boards, announcements, background documents, promotional materials, and key messaging with particular emphasis on fostering engagement.
- Formulate concepts for narratives, social media updates, and mediate initiatives to promote project objectives.
- Address stakeholder concerns and mitigate issues by empowering internal and external stakeholders' decision-making by obtaining feedback, refining policies, programs, and services.
- Prepare and write reports analyzing and reporting on stakeholder feedback, project activities, and evaluation.
- Manage the process of revising, obtaining approvals for, producing, and distributing communication materials (such as print materials, posters, brochures, guides, newsletters, videos, and advertisements).
- Collaborate with clients, vendors, and colleagues to ensure services align with objectives and project specifications, are delivered on schedule, and stay within the allocated budget.
- Organize and assist in executing in-person and virtual engagement events, including tasks like reserving venues, space arrangement, catering coordination, digital attendee management, setup, gathering feedback, and handling various logistical details.

## Work Environment

Aubin's corporate head office is located on the Tsuut'ina Nation. We also have a location in the southeast quadrant of Calgary. Staff operate out of a professional and collaborative studio environment, featuring innovative technology and ergonomic workstations to support creative problem solving.

## JOB REQUIREMENTS

Candidate must have the following qualifications:

- 2-3 years of progressive experience in communication, engagement, and facilitation in a corporate or consultancy setting.
- Exceptional organizational abilities paired with the capacity to manage multiple projects simultaneously, adhere to deadlines, and thrive in a dynamic environment with shifting priorities.
- Proficiency in coordinating numerous tasks and demonstrating resourcefulness, with a rapid learning curve with the capability to develop efficient systems, procedures, and processes that result in outstanding organization and execution of assignments.
- Effective in delivering presentations to both large and small audiences.
- Self-reliant and adaptable, capable of working independently with the ability to prioritize tasks and seek guidance when necessary.
- Detail-oriented and consistently maintains high-quality work standards.
- A bachelor's degree or diploma in Indigenous studies, marketing, communications, public relations, journalism, or related fields.
- Possesses excellent verbal, writing, editing, and proofreading skills (samples will be requested during the interview phase).
- Displays tact, diplomacy, and professionalism, exercising discretion when handling sensitive and confidential information.
- Has a general understanding of advertising, media, social media, video and design coordination, and print production.
- Proficiency in creating compelling visual content via Adobe Creative Suite (samples will be requested during the interview phase).
- Collaborative and team-oriented, with the capability to cultivate and sustain positive relationships with both internal and external stakeholders.
- A clear Criminal Record Check, dated within the past 6 months.
- Push, pull, and lift materials up to 50 pounds.
- Valid driver's license (non GDL) along with a clean driver abstract.
- Fluent in English (oral and written), fluency in Cree, Blackfoot, Dene, French, or Stoney is an asset.
- Must have Canadian Citizenship, Permanent Residence, or Refugee Status.
- Potential air travel to meetings and events throughout Canada, with overnight stays.

### Our Commitment to Diversity and Inclusion

At Aubin Consulting, we are deeply committed to fostering a diverse and inclusive workplace where all individuals are valued, respected and empowered to bring their authentic selves to work. We firmly believe that diversity is not only a reflection of the world we serve but also a source of strength that fuels creativity, innovation, and growth. We strive to create an environment that embraces differences in race, ethnicity, gender, age, sexual orientation, religion, disability, and any other dimension of diversity. Discrimination, bias, and harassment of any kind have no place in our organization, and we have policies and practices in place to ensure a safe and inclusive environment for everyone.

### To Apply

Please send a **single PDF file** that includes your cover letter and resume to: [careers@aubinconsulting.com](mailto:careers@aubinconsulting.com), quoting the above job title and your availability for an interview. Please feel free to include samples of your work or portfolio for further consideration in a **separate PDF file or provide a web link**.

Indigenous Heritage (First Nation, status or non-status, Métis, Inuit), Indigenous based volunteering and work related experiences are assets for this position. Candidates chosen for an interview will require work related references.

*We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.  
No telephone inquiries please.*