

Nova Scotia Indigenous Tourism Enterprise Network (NSITEN)

Job/Contract Description: NSITEN Communications Coordinator

Overview:

The NSITEN Communications Coordinator will work with and report directly to the NSITEN Executive Director to establish an effective communications system for the organization. The individual will focus on identifying the communications opportunities for it's NSITEN members. They will work to highlight, share and promote industry opportunities, business development promotional information, as well as identifying, sharing and prioritizing pertinent, specific and timely communications to all members, partners and the general public. This will be shared through various networks including but not limited to website, social media, email distribution, graphic design, posters as well as other visual, digital audio and video opportunities.

Job Duties:

- The NSITEN Communications Coordinator will gather updated information on the current status, challenges and opportunities for Mi'kmaw & Indigenous artists/crafters.
- Develop ongoing and mutually beneficial relationships with the goal of supporting NSITEN members with their short and long term development needs through identified supports for training, cultural and business development and coordination efforts.
- One of the key goals of the Communications Coordinator is to build on the existing NSITEN online database through the registration of business owners and community representatives while sharing the benefits of being members of NSITEN.
- The Coordinator will also ensure that all existing NSITEN resources are accessed, including but not limited to the existing online database, email, phone, social media channels and so forth and kept updated as much as possible.
- The Coordinator will assist with all opportunities for the promotion, coordination of all NSITEN meetings, events, festivals, conferences or organizational/corporate events.
- This will be done through respectful approaches and conversations with NSITEN members involved in tourism, business associations partnering with NSITEN and the broader support networks that help to drive Mi'kmaw tourism development.
- Further to this, the NSITEN Communications Coordinator will help to link business, training and development opportunities with the members of NSITEN to help promote and educate them on the broader visions and goals of the NSITEN organization.
- This individual will also work to ensure that all potential clients are made aware of any such immediate and future opportunities in training, employment, cultural tourism development at all levels (Community/Regional/Provincial/Atlantic/National).

- The NSITEN Communications Coordinator will attend all meetings, events, training sessions, conferences, online virtual sessions, promotional events as required to document information via meeting notes, digital photography, video photography, audio recordings with the intent to share in our communications as an organization.
 - Whereas permission may be required to share individual's faces, voices, artistic expressions, etc... NSITEN requires the Coordinator to ensure that any necessary documentation, permission, approvals are received prior to NSITEN public use.
- Ensure all clients are made aware of any events, conferences or training sessions that NSITEN is promoting, partnering with other industry partners on or delivering as part of their Provincial, Atlantic or National strategies.
- The NSITEN Communications Coordinator will work with Industry partners to help create more awareness on the visions and goals of the NSITEN organization so as to build sustainable opportunities for projects aimed at long terms goals of the organization through project supports, and future industry participation at major festivals, events and planning initiatives.
- Be a ready and willing participant for any specific training and development opportunity that NSITEN will prepare to help increase the capacity for the position in relation to industry knowledge, industry connections/intro's and training through one of our industry partners (TIANS, Tourism NS, Destination CB, Discover Halifax, as well as our Mi'kmaw partners such as Ulnooweg, METS, KMKNO, etc).
- Work together with other NSITEN team members as required on a regular basis so as to achieve mutual goals as outlined in the NSITEN strategies.

Timeline:

Contract timeline begins on **Monday, February 2nd, 2026**. This will be an initial two (2) month contract that will end March 31st, 2026. Opportunities for additional contracts into the 2026-2027 fiscal year and beyond may be available based on approved funds.

Contract Rate:

You will be compensated at the rate of \$30.00 per hour with a maximum of 30 hours per week. This will be payable every two weeks, typically on Friday afternoons via E-Transfer. Options for weekly pay may be available.

Note: You will be set up with your own NSITEN Email via Gmail and will be given information to access your account then as well.

Should you require any further information, please contact:

Robert Bernard
Executive Director, NSITEN
Phone: (902) 302-3300 cell
Email: nsiten.rb@gmail.com