



## **Join our Team. Bring our Story to Life.**

Clan Mothers Turtle Lodge is seeking a Communications Coordinator to support the day-to-day delivery of our communications across digital and print platforms. This role plays an important part in sharing the work of the Clan Mothers Healing Village & Knowledge Centre by transforming our stories and messaging into clear, engaging, and culturally grounded content.

Working closely with senior leadership, you will help ensure that our communications reflect our teachings, values, and matriarchal governance model. This is a hands-on role focused on creating, coordinating, and delivering communications that are informative, educational, inspiring and aligned with our vision.

This position is ideal for someone who is organized, creative, and detail-oriented, and who takes pride in producing high-quality work that supports community and culture.

### **About the Role**

As the Communications Coordinator, you will:

- Create and format content for social media, website updates, newsletters, and print materials based on approved messaging
- Maintain and update digital platforms, including website and social media channels
- Design and produce communications materials such as brochures, posters, and reports
- Support email communications and audience engagement
- Track basic analytics and prepare reports for leadership
- Organize digital assets (photos, videos, templates) for consistent use across the organization
- Support donor communications through formatting and coordination (non-strategic)
- Work closely with staff, Elders, and leadership to ensure communications are prepared in advance of programs and events

This role focuses on implementation and coordination, not strategy development.

### **Who This Role Is For**

You may be a strong fit if you:

- Enjoy turning ideas and direction into polished, professional communications
- Are comfortable working across multiple platforms (social media, web, email, print)
- Have a strong eye for detail and consistency
- Are organized and able to manage multiple tasks and timelines



# CLAN MOTHERS

## HEALING VILLAGE

- Value collaboration and take direction well
- Understand Indigenous cultural teachings, protocols, and ways of being
- Want your work to contribute to something meaningful and community-driven

### Qualifications

- Education or training in Communications, Digital Media, Graphic Design, or related field (equivalent community-based learning and experience will be considered)
- Experience with:
  - Social media management
  - Website content updates (CMS platforms)
  - Graphic design tools (Adobe, Canva, or similar)
- Strong writing, editing, and formatting skills
- Comfortable using digital tools such as Google Workspace and Microsoft Office

### Working Environment

This role includes:

- A hybrid work environment between our Winnipeg office and the Healing Village in Belair
- Participation in a land-based, culturally grounded setting
- Occasional evenings, weekends, and seasonal gatherings
- Travel between locations (valid driver's license required)

You will be working alongside Elders, Knowledge Keepers, and a collaborative team in a trauma-informed, culturally respectful environment.

### Our Hiring Approach

Clan Mothers Turtle Lodge is committed to uplifting Indigenous women and 2-Spirit People..

Preference will be given to Indigenous women and 2-Spirit applicants. We encourage applicants to self-identify if they feel comfortable doing so.

### Why Join Clan Mothers

This is an opportunity to contribute to a growing, Indigenous-led initiative that is:

- Grounded in matrilineal governance and cultural teachings
- Building a land-based Healing Village and Knowledge Centre



**CLAN MOTHERS**  
HEALING VILLAGE

- Creating pathways for healing, learning, and community development

Your work will help amplify the work we do and share our innovative healing and learning model.

### **How to Apply**

Send your resume and a cover letter describing your experience communication coordination experience to:

**operations@clanmothersvillage.org**

**Deadline:** Until position is filled

Learn more: [www.clanmothers.ca](http://www.clanmothers.ca)

If you are called to this work and have the skills to carry it well, we want to hear from you.