Indigenous Editors Association

Call for Applications

Project Manager, Independent Contract

Application Deadline: Open until filled. We will begin reviewing applications on Sept 5, 2022

The Indigenous Editors Association is seeking an experienced Project Manager to lead the planning, coordination, and execution of our Digital Strategies Project: "Connecting Diverse Publishing Professionals and Employers." This project aims to develop an accessible, sustainable, adaptable, and interactive portal for IEA members and affiliates, with the intention to improve Indigenous representation in the publishing industry. We are looking for someone with experience managing web development projects and who understands the special considerations of working with Indigenous stories and knowledge of accessibility standards in the publishing industry.

About the Organization

The Indigenous Editors Association is a membership organization that was formed by Indigenous editors and publishing professionals as a mutual support network. The IEA connects Indigenous people who work with stories and the publishing industry, and believes Indigenous stories and knowledge systems must be approached with Indigenous community-focused editing practices, employed with care by Indigenous editors. Our purpose is to:

- Strengthen relationships among Indigenous editors, storytellers, and publishing professionals;
- Create opportunities for training and professional development for Indigenous editors;
- Promote Indigenous editors in the publishing industry; and
- Create educational opportunities for the mainstream publishing industry to learn about working with Indigenous editors.

Why Join Us

This is an opportunity to join a dynamic team of passionate individuals who are working to uplift Indigenous stories and storytellers. It's an exciting time to join our organization. We are at a turning point in our growth and eager to bring on new team members who can help the IEA scale up its operations and development. As Project Manager of our Digital Strategies Project, you will play a crucial role in this development. Your work will directly impact Indigenous editors and creators by helping us cultivate connections, build community, and spread awareness.

Our programs and team members span lands and cultures. Collectively, we believe Indigenous stories and knowledge systems must be approached with Indigenous community-focused practices, employed with care by Indigenous editors. We hope to share our stories in a good way

with each other and the world—the stories that created us and the ones that heal us. By joining the IEA, you will be a part of this meaningful and impactful work.

Contract Details

Position:	Project Manager, Independent Contract
Start date:	October 2022
Term:	Up to 2 years
Salary:	$50,000 – $60,000 (depending on experience and qualifications)
Location:	Remote

About the Role

The Project Manager will oversee the development of our Digital Strategies Project from start to finish. They will collaborate with stakeholders on the scope of the project, participate in design discussions, lead the development, oversee implementation, track and document the process, and prepare reports.

Primary Responsibilities

- Work with project partners and team members to assess and define project requirements, resources, budget, phases, deliverables, schedules, and timelines;
- Consult with internal stakeholders to determine needs, priorities, and goals with respect to functionality and design;
- Assess and mitigate potential project risks and proactively identify blocks to success;
- Troubleshoot and test prototypes, as well as oversee integration of the portal;
- Facilitate virtual meetings and collaborate with project team members and partners, to generate ideas, discuss problems, and receive feedback;
- Recruit and facilitate focus groups; conduct user research and testing;
- Liaise between stakeholders (web developers, external project partners, focus group participants, etc.);
- Continuously track and keep records of project progress and budget by updating project plans, timelines, and reports;
- Present project updates to stakeholders;
- Ensure project deliverables are met on time and within budget.

Skills and Qualifications

- As an Indigenous-run organization serving Indigenous professionals, the IEA is committed to hiring Indigenous talent who can demonstrate their connection to their Indigenous community/ies;
- Able to work from home with your own computer/laptop;
- Experience in project management, ideally in a non-profit environment;
- Experience in portal/website building and working with design and development teams;
- Ability to oversee and manage large budgets, balance priorities, meet deadlines and targets, and delegate tasks;
- Experience with administrative and financial management;
- Excellent communication, organizational, and time-management skills;
- Demonstrated leadership and collaboration skills;
- Ability to offer creative and innovative ideas and thinking;
- Proficiency in programming languages, such as HTML, considered an asset.

If you don't meet all the criteria but are enthusiastic about the position, please let us know in your cover letter by detailing what you would bring to the role.

We value employment equity and strongly encourage applications from people with disabilities, all genders, and the LGBTQ2S+ community. If you require accommodation in the recruitment process, please let us know by email at info@indigenouseditorsassociation.ca

How to Apply:
Send your cover letter and resume (or curriculum vitae) in single PDF to info@indigenouseditorsassociation.ca with "Project Manager" as the subject heading. In your cover letter, please demonstrate your connection to your Indigenous community/ies and outline your qualifications and skills for the role.

Your interest in this opportunity is appreciated; however, only those candidates selected for an interview will be contacted.

We look forward to receiving your application!