



Part-time position: eLearning and Marketing Assistant (Inuktitut and English)

Closing date: 23 October 2023 (or sooner please)

Apply to: connect@trustmakers.ca

The position

[Trustmakers™](#), a division of Rutherford McKay Associates, is looking to hire a part-time eLearning and Marketing Assistant who has an excellent command of verbal and written Inuktitut (Syllabics) and English to review an eLearning course and participate in the marketing of that course.

The position is for ten hours per week (flexible schedule) at \$18/hour for an initial period of four to six weeks. It involves reviewing the new Inuktitut version of our Media Relations and Communications Training eLearning course to ensure the quality of the translation and the functionality of the site are up to our high standards. The person will also participate in the development and implementation of a marketing plan to reach potential course participants across Canada. It will also potentially include communicating with Inuktitut-speaking course participants.

The position is primarily virtual, but, if practical, it may include one or two visits in person at our office at 5480 Canotek Park, Unit 5, Ottawa ON (where Montreal Road intersects with Highway 174).

The successful candidate will be asked to sign a confidentiality agreement.

Mandatory requirements

- Excellent command of verbal and written Inuktitut (syllabics)
- Excellent command of verbal and written English
- Ability to access and navigate an eLearning course consisting of videos, exercises, quizzes, readings and other activities (if desired, a laptop will be provided on loan)
- Ability to work independently while also being a contributing member of a team

Considered a plus:

- An interest in, studying, and/or experience related to, the preservation and promotion of the Inuktitut language
- Studying and/or experience with communications, marketing, media relations, elearning, or similar subjects
- Experience living or working in Inuit Nunangat (Nunavut, NWT, Yukon, Northern Quebec, Labrador)

Background

Trustmakers (Rutherford McKay Associates Inc.) delivers its popular media relations/communications training course across Canada. We currently offer these courses in English and French, in-person, or online via teleconferencing and eLearning. We have a version of the course that is delivered entirely by eLearning (no “live” component). On our www.TRUSTMAKERS.training eLearning platform, this version has course code MRT-SDSP in English and FM-ADAP in French.

We are now in the user testing phase of a new Inuktitut version of the above course. We intend to offer it to our existing clients in Nunavut (including the Government of Nunavut) and other appropriate regions and groups.

Application instructions

- Please send a curriculum vitae with a detailed cover letter describing how you meet the mandatory qualifications and any of the criteria under "Considered a plus".
- Send your application as soon as possible and before 23 October 2023 to connect@trustmakers.ca.

Why work with Trustmakers?

- Long-established communications company with an excellent reputation
- Repeat clients, large number of established contracts for training and consulting
- You keep your independence as a freelance producer or consultant
- Add another revenue source to your freelance and contract work
- A sophisticated, professional virtual platform
- Backed by a 2000 sq. ft. Learning and Media Production facility
- Competitive hourly and daily rates
- A culture of fairness, respect and fun

We have a large stable of staff, established contracts, repeat clients and an excellent reputation for providing the best in communications and media relations training services across public and non-profit sectors. Each year we deliver more than one hundred live, high-quality communications training sessions, with each training program supported by professional videos, publications, e-learning modules and other resources.

Our staff and consultants are among the best in their field.

We have the expertise and infrastructure to support our people as they deliver the best services and training. We own a 2000-square-foot building in Ottawa and have equipped it with the latest technology. It is a versatile Learning and Media Production facility, providing live training and streaming services, and producing digital content of all kinds for e-learning and other purposes.

We provide services in addition to the delivery of our training programs. Due to our reach across public and non-profit sectors, we are often asked to provide strategic services (planning, advising, media relations, etc.), writing services, and digital production services (e.g., audio/video, graphic design, elearning design and creation, etc.). We usually work with our roster of experienced freelancers and independent consultants to provide these services.