



## PRODUCTION ASSISTANT

The Martin Family Initiative is looking for a Production Assistant to help with the preparation, editing and creation of learning and training materials for the Early Years program. The ideal candidate is highly organised, detail-oriented, capable of managing their workload and of collaborating effectively with a dynamic team. This is an excellent opportunity to join an innovative and rapidly expanding program.

### POSITION TYPE

Full-time, remote

### THE ORGANIZATION

The Martin Family Initiative (MFI) is a charity that works alongside First Nations, Inuit and Métis People in Canada to help foster Indigenous children and youth's education and well-being. MFI works with Indigenous people to adapt successful existing programs and create new programs tailored to local needs.

The MFI Early Years is an innovative evidence-informed program model that seeks to honour parents as their children's first teachers, support healthy pregnancies and infancy and successful service navigation. It combines home visitation with community-based group events to centralize Indigenous ways of knowing in the context of optimal child development and family well-being.

### POSITION SUMMARY

Reporting to the Production and Communications Manager, the **Production Assistant** will support day-to-day operations and product development across multiple sites.

Role:

- Proofreading and copyediting a range of innovative resources related to maternal and family well-being and early childhood development: course manuals, guides, books for parents and children.
- Supporting the publishing of all program materials and their adaptation for different program sites.
- Managing documents and artwork for multiple and concurrent program sites in a systematic and comprehensive way.
- Applying program style guide to all documents.
- Building out and maintaining inventory lists of resources for each program site.
- Preparing text files for use in digital and print materials.
- Managing team productivity software account to lead production workplans and calendar of activities and to ensure timely action as per the identified plan.



- Creating and maintaining master text documents.
- Providing administrative assistance to the Production and Communications Manager and Early Years leadership team including:
  - Prepare agendas, send out invitations, reminders and coordinate meetings internally and externally;
  - Coordinate and manage multiple calendars with the Early Years team;
  - Develop and maintain comprehensive Early Years contact list; and
  - Record, distribute and maintain meeting notes.
- Conducting relevant research and compiling data and information to support Early Years leadership team.
- Participating in weekly staff meetings and professional development opportunities.

## QUALIFICATIONS

- Excellent verbal and written communication skills; sensitivity to language, expression and nuance in written texts.
- Experience in and knowledge of copywriting, proofreading and editing.
- Experience providing administrative support to a busy team.
- Meticulous attention to detail.
- Strong problem-solving skills and the ability to work independently.
- Proficiency in Microsoft Office Suite.
- Proficiency in Photoshop, Adobe Illustrator and Adobe InDesign.
- Organization and planning skills, ability to effectively manage workflow of multiple simultaneous projects.
- Ability to work independently.
- Bachelor's degree in a relevant field (English, Publishing, Communications).

We encourage women and Indigenous people to apply.

Please email a PDF of your CV and cover letter to Maria Biondi (mbiondi@themfi.ca) by Thursday, April 1 with the subject: Production Assistant. We thank all applicants for their interest, but only those chosen for an interview will be contacted.