



\ "RECONCILIATION BEGINS WITH EACH AND EVERY ONE OF US."  
TRC. (2015). *Honouring the Truth, Reconciling for the Future*

## Circles for Reconciliation Inc.

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### **Job Posting: First Nations, Inuit, and Metis (FNIM) Website Maintenance Contractor**

#### **Contractor Job Posting: FNIM Website Maintenance Contractor**

**Term:** Part-time Hours

**Hours:** 40 hours per month

**Location:** Remote work and to be located in Winnipeg

The Circles for Reconciliation is a FNIM led non-profit organization. The aim of Circles for Reconciliation is to establish trusting, meaningful relationships between the First Nations, Inuit and Metis (FNIM) people and non-Indigenous people as part of the 94 Calls to Action from the Truth and Reconciliation Commission (TRC). The means to achieve this is the creation of sharing circles of an equal number of FNIM and non-Indigenous people. We conduct both in-person and ZOOM online circles organized by geographic location or an established group.

This remote position, based in Winnipeg, reports to the Partners and is part of a growing team across the country. Our ideal candidate has knowledge and lived experience of working with FNIM peoples and communities, and a commitment to Reconciliation. CFR is committed to the partnership of FNIM and non-Indigenous people in our Circles, Staff, Board of Directors and (2) Advisory Committees.

The CFR team works closely in a virtual office environment with regular Zoom meetings and team messaging for connections.

CFR is recruiting for a part-time-First Nation, Inuit or Metis (FNIM) individual to fulfill the needs of updating and maintenance of the website. He/she will work with our Web Content Editor and Communications team member and report to the CFR Partners.

The FNIM Website Maintenance Contractor will update and maintain the CFR website on a need-to-requirement basis. This could be 40 hours per month, and there is an opportunity to work more hours depending on special projects throughout the year.



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The Website Maintenance position will obtain, maintain and update:

Short Summary: The individual must be skilled with the Wordpress platform: Including forms, blog feeds, plug-ins and backups.

**Other job requirements/knowledge of:**

Annual Software Subscriptions: To renew/add/remove CFR's annual subscriptions. Purchase at not-for-profit rates.

Automatic Updates

Back-End Components

Content Management System (CMS)

CSS (Cascading Style Sheets)

Development Environment

Dry-Runs

Elementor experience

Front-End Components

Functional Testing

Maintenance Page

Staging Environment

**To apply:**

Please send your resume/CV and a cover letter via email to:

[partners@circlesforreconciliation.ca](mailto:partners@circlesforreconciliation.ca) with "Contractor FNIM Website Maintenance Application" in the subject line.

Please notify us in advance if you require any accommodations in the application process.

Questions and requests can be directed via email [partners@circlesforreconciliation.ca](mailto:partners@circlesforreconciliation.ca)

**Open until filled.**