

Department:	Communications and Marketing
Responsible to:	Communications Manager
Supervise:	N/A
Classification:	N/A
Status:	30 hours a week for 10 weeks
Working Conditions:	Office based - Sedentary
Location:	Winnipeg, MB

April 2026

Position Summary:

The digital communications officer will support help to create communications that advocate for positive environmental protection and meta-data labelling to allow more efficient use of digital databases.

Working with the Communications and Marketing team, the digital communications officer will be responsible for uploading photos and stories, and tagging and organizing resources to our photo bank, digitizing and archiving printed material, creating social media posts for Facebook and Instagram, editing videos for social media posts, and providing other support to the Communications and Marketing team.

This is a summer position, based in Winnipeg.

The employee will be required to work in the Foodgrains Bank office.

Primary Working Relationships:

The digital communications officer will be supervised by the communications manager and will work closely with the graphic designer/web manager, digital media and communications officer and other staff in the Communications and Marketing team.

1. Resource Management Support

- 1.1. Scanning physical photos, articles, art files, etc and archiving them to a file sharing system.
- 1.2. Uploading and organizing digital photos and stories with meta-data tagging to our photo bank.

2. Social Media Support

- 2.1. Writing social media posts on Facebook and Instagram to promote the work we are supporting in the field
- 2.2. Editing videos to create content on social media including Facebook, Instagram and Youtube.

3. Other support for communications as required

Qualifications:

Education:

- A background in communications or international relief and development will be assets to this position.

Experience:

- Previous experience in digital communications, archiving and digital asset management will be assets to this position.

Special Skills

- Strong organizational and writing skills
- Technical competency and familiarity with meta data and tagging images
- Good communications skills as demonstrated by past experience or education
- Ability to work independently and maintain high levels of accuracy and productivity
- Must support the underlying mission and Christian identity of the Foodgrains Bank
- Fluency in English is essential

Assets:

- A desire to learn more about communications and work at an international NGO
- Interest in relief and development work