

POSITION POSTING: IMII Innovation Coordinator (full-time, permanent)

IMII is an industry-led non-profit consortium that advances innovation for the Saskatchewan mining and minerals sector. We build collaborative innovation capacity by facilitating innovative education, training, research and development projects and programs.

IMII funds a variety of projects through its innovation (research, development, and demonstration) and workforce development (education and training) programs. As a consortium, communicating our activities and value to our membership and the broader mining innovation ecosystem is core to achieving our goals. We are looking for a team member to develop, organize and plan communications aspects of the organizations' activities.

The ideal candidate will have experience with storytelling, report writing, annual report development, multiple forms of communication including newsletters, website content and presentation, social media, graphics, video development. IMII hosts multiple events and this role would also be active in the planning, promotion and execution of these activities. Exposure to sectors including mining, innovation, workforce development and training, Indigenous relations and government relations and collaborative or membership organizations are an asset. You will be responsible for developing and executing IMII's communications plan and assisting the executive director with member, collaborator, and external communications and relations. In this position, you will have the opportunity to collaborate with the IMII team and consortium members to steward communications that promote innovation and workforce development to advance the minerals sector.

Key Responsibilities:**Communications & Member Relations:**

- Leveraging IMII's strategic plan and working with the Executive Director and the team to develop, manage, and execute a communications plan for the organization.
- Develop strategic communications content that effectively communicates the core value achieved and delivered by the organization.
- Develop and recommend organizational branding and provide management and stewardship of the IMII brand.
- Prepare communications content including website, social media, newsletters, annual reports, member reports, satisfaction surveys, etc., leveraging technical support from the IMII team.
- Leverage storytelling to share the qualitative value delivered by IMII, such as profiles of scholarship recipients, experiences working on IMII projects, etc.
- Work collaboratively with the IMII team to develop key reports including the external annual report, annual member reporting and other key documents.
- Work with IMII's Executive Director to maintain strong relationships and effective communications of member value with IMII members, including industry, academia, government and solution providers.
- Develop or oversee outsourced resources to prepare graphic materials used in IMII's reports, powerpoint presentations, website, social media, etc.

Key Performance Indicators:

KPIs are a key method of measuring and communicating member value. This role's involvement in KPIs will include:

- assisting the IMII team and board in ensuring the organization's selected KPIs are effectively communicating member value.
- Leading the tracking and communication of the organizations' key performance indicators.

Events:

Work collaboratively with the IMII team to support IMII-led events including taking the lead on the following components:

- developing promotional materials,
- promoting IMII events to draw participation,
- supporting event planning and on-site event delivery,
- preparing supporting documents, including event satisfaction surveys,
- preparing graphics needed for event materials, and
- capturing the event highlights in photos and video.

Required Skills and Qualifications

- Five or more of years communications related experience including:
 - Communications planning and execution for organizations with multiple interested parties,
 - Storytelling and the development of written materials, social media, annual reports, website content, key performance indicator performance, etc.
 - Graphics development including visual and video materials,
 - Event promotion and planning.
- Post-secondary education in an undergraduate or diploma program in a related discipline (communications, journalism, marketing, graphic design).
- Experience with photography and/or videography and graphic design are strong assets.
- Strong written and verbal communication skills.
- Strong project management, organizational and time management skills.
- Strong relationship building and people skills, comfortable working in a collaborative environment.
- Experience engaging and managing communications with multiple people and organizations, such as with a member-based organization is a strong asset.
- Experience developing, tracking and communicating outcomes from organizational key performance indicators would be an asset.



- Experience or exposure working with or as part of the mining or a related industrial sector, technology development and innovation, and/or Indigenous communities is an asset.
- Strong computer skills, including proficiency in Microsoft Office, graphics and video production software, website development tools and an aptitude to learn new software and systems.

Work Hours & Benefits

This is a full-time permanent role, with the candidate preferably located in Saskatoon. Work is expected to be primarily in-person at IMII's offices. A benefits program will be provided. Salary will be commensurate with experience.

We thank everyone that applies but only those selected for an interview will be contacted.

To Apply: Please forward your resume and cover letter and samples of, or links to communications work product (graphic designs, news articles, or similar) by August 28th, 2026 to apply:

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