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Acimona 2023 Hiring

Thank you for your interest in our organization! This brochure includes everything you need to know about us and the available positions we have to offer. If you have any questions, please contact us and we will help you to the best of our ability!

What Is Acimona?

Acimona is a student-led organization aimed to share and support the stories of the Indigenous peoples through

- Photography
- Art
- Journalism

As ethnographers, we prioritize authentic representation and seek to break down stereotypes, dive into sensitive topics, and explore Indigenous issues. We conduct thorough research and collaborate closely with Indigenous communities to ensure culturally sensitive and ethical initiatives. Our goal is to broaden the public's

understanding of Indigenous perception by utilizing various education methods, advocacy, and fundraisers.

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Departments

Roles currently open will be marked and highlighted with the word **“Available”**

Finance Department

The finance team manages Acimona’s budget and works to best utilize the resources at our disposal. The team is active in fundraiser events and donations to maintain financial records.

Role: Finance Manager - Unavailable

Role Description: Finance managers operate the budget and have authorization over expenses. Managers utilize the resources and cooperate with other departments to organize fundraiser events and donations.

Responsibilities:

- Utilizing financial resources
- Managing fundraiser events and donations
- Authorizing expenses

Skills Required:

- Leadership
- Active communication
- Financial planning and analysis
- Expense tracking

Role: Finance Member - Available

Role Description: Finance members work with managers to maintain financial records and carry out fundraiser events and donations. Members ensure financial efficiency for Acimona.

Responsibilities:

- Ensuring financial efficiency
- Maintaining financial records
- Carrying out fundraiser events and donations

Skills Required:

- Active communication
 - Financial reporting and documentation
 - Data analysis
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International Chapters

International chapters run Acimona's operations and projects in other countries. International chapters' main goal is to reach out to their communities and extend Acimona's goals and vision.

Role: International Directors - Available

Role Description: International directors represent their country in Acimona, to ensure socio-economic, environmental, political, and all facets of indigenous issues in their country are represented.

Responsibilities:

- Create blogs/media that highlight their country i.e. Colonial history of South Africa's indigenous people
- Extensive research about their local indigenous demographic
- Provide outreach through the usage of fundraisers and advertisements to expose Acimona in their country
- Work closely with the CEO and COO and report findings

Skills Required:

- Effective communicators and leaders
 - Preferable experience in research, writing, and journalism
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Writing Department

The writing team researches a topic on one of Acimona's 4 blog categories and writes an article to archive Indigenous stories and express the perspective of Indigenous communities through journalism.

Role: Director of Writing - Unavailable

Role Description:

Overlooking all blogs and content posted on Acimona websites and social media. Planning blog topics and coordinating with other executives to create content.

Responsibilities:

- Overlooking all blogs posted on the website
- Editing blogs
- Coming up with prompts for blogs

Skills Required:

- Leadership
- Communication with other departments
- Familiarity with different writing styles

Role: Writing Member - Available**Role Description:**

Writers have the freedom to research and write about any Indigenous topics that they are interested in. They would even have the opportunities to attend in-person events and connect with other Indigenous advocates, expanding their knowledge on Indigenous issues and expressing their perspectives.

Responsibilities:

- Contributing blogs
- Opportunity to attend in-person events
- Researching different Indigenous topics

Skills Required:

- Investigative journalism
- Research historical topics
- Blog writing

Media Department

The media team prepares Acimona's social media posts and videos as well as works on outreach to spread Acimona's vision. The team collaborates with the international chapters, the writing team, and the photography team to optimize content and share it.

Role: Co-Director of Media - Unavailable

Role Description: Directors of media oversee all content posted on Acimona's social media platforms and create branding plans, strategies, and campaigns to further reach online.

Responsibilities:

- Manages media department, provides feedback to members
- Ensures cultural sensitivity and representation of Acimona's brand values
- Maintains posting schedule
- Utilizes analytics to expand reach
- Attends events to create content
- Partners with Indigenous organizations, respond to direct messages

Skills Required:

- Team management, taking initiative
- Graphic design and marketing experience
- Knowledge of Indigenous culture

Role: Director of Outreach - Unavailable

Role Description: The Director of Outreach is responsible for networking, communicating, and socially expanding Acimona's vision.

Responsibilities:

- Communicates with the media, photography, and writing teams
- Reaches out to other Indigenous foundations, organizations, and creators
- Attends events to connect with others
- Partners with Indigenous organizations, respond to direct messages

Skills Required:

- Knowledge of Indigenous culture
- Communication skills
- Leadership

Role: Outreach Member - Available

Role Description: Outreach Members contribute to networking with other organizations and engage with Indigenous communities.

Responsibilities:

- Communicates with the Director of Outreach
- Creating networks with other organizations
- Engages with Indigenous communities

Skills Required:

- Knowledge of Indigenous culture
- Communication skills
- Networking

Role: Graphics Manager - Unavailable

Role Description: The Graphics Manager works closely with the Directors of Media to manage various social platforms while mainly focusing on the design and appeal of posts.

Responsibilities:

- Assists Directors of Media in training new media members
- Creates example posts for media members
- Attends events to create content
- Partners with Indigenous organizations, respond to direct messages

Skills Required:

- Graphic design experience
- Knowledge of Indigenous culture

Role: Media Member - Available

Role Description: Works closely with Co-Directors of Media and Graphics Manager to create Instagram posts and experiment with new ways to grow Acimona's reach.

Responsibilities:

- Creates and brainstorms graphic posts
- Picks out important information from the Writing Department's blogs, and creates posts to promote them
- Utilizes the Photography Department's photos in posts

Skills Required:

- Graphic design experience is an asset
- Research skills
- Creativity and openness to constructive criticism

Role: Website Director - Available

Role Description: Website Directors are responsible for managing Acimona's website by maintaining its visually appealing and user-friendly layout and creating new pages and sections to highlight what is Acimona as well as our targets and objectives.

Responsibilities:

- Updating the website on a regular basis
- Align the website with Acimona's brand, strategy, and objectives
- Create new pages and sections to highlight Acimona's values and increase viewer engagement

Skills Required:

- Active communication
 - Web design on Wix
 - Affinity for design and website development
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Photography Department

The photography team attends various Indigenous events to create visual content that is used by other teams to optimize visual quality. The team photographs Indigenous people and culture to display the Indigenous lifestyle.

Role: Director of Photography - Unavailable

Role Description: The role of a photography director is to supervise and coordinate all aspects of photographic activities in the organization. They are responsible for gathering and producing visual content that aligns with the non-profit's missions. This can include photographing historical sites, capturing indigenous events, and other indigenous elements that fall into this category.

Responsibilities:

- Planning and executing different project
- Managing a team of photographers
- Communicating with a variety of photographers

Skills Required:

- Capturing high-quality photos
- Be able to correct other photographers when needed
- Staying lucid

Role: Photography Member - Available

Role Description: Photography members are free-lance artists who investigate local issues using the power of photography and investigative journalism.

Responsibilities:

- To take part in indigenous events when needed and photograph
- Researching about indigenous events to attend to

Skills Required:

- Familiar with cameras and their functions
- Experienced in taking pictures
- Knowledge of Photoshop
- Owns a camera.