

Programming Coordinator- Legal

Are you committed to celebrating and promoting a stronger Indigenous production community?

Are you super organized, love to juggle a variety of tasks, and have a keen eye for the details?

Do you want to play a key part in showcasing distinctive Indigenous content produced by, for and about Indigenous People? If you said **YES**, then this is the right opportunity for you!

Your opportunity:

- Be part of the Programming team at one of Canada's Top 100 Employers!
- Interact and support your team members across Canada
- See what really goes on behind the scenes
- Showcase critical thinking skills and eye for accuracy

As our Programming Coordinator-Legal you will:

- Ensure legal contractual compliance
- Review and coordinate the flow of contracts ensuring all required documents are complete and received
- Proofread and edit agreements and letters with independent producers and distributors
- Ensure that all deliverables arrive according to our licence agreement and follow up when overdue
- Provide administrative support for the department including maintaining centralized calendar, agendas and supply inventories

You bring:

- Post-secondary education in legal or business affairs with proven related experience
- A solid understanding of contract law and litigation
- An ability to assess and provide feedback and/or recommendations to ensure that programs content delivers to audience expectations
- Excellent communication, teamwork, attention to detail and strong interpersonal skills
- Proficiency with MS office, email and internet

Your new opportunity awaits, come and see what makes us one of Canada's top employers! [Click here to join our team today](#) Please apply before Wednesday, June 6, 2018.



As an Indigenous employer we encourage First Nations, Inuit and Métis applicants to apply.