



BC Association of Aboriginal Friendship Centres Employment Opportunity

Logistics Coordinator

Term Full-Time Employment (September 2018 – March 31, 2019)

35 hrs. week / **Based in Port Alberni, BC**

Background

The BC Association of Aboriginal Friendship Centres (BCAAFC) is seeking a highly qualified individual to assist with the coordination and implementation of all logistics related to our flagship event, **Gathering Our Voices (GOV) Indigenous Youth Leadership Training**. GOV2019 will be the 17th presentation of this event, to be held in Port Alberni (BC) in March 2019. Approximately 1,000 delegates from across BC and Canada attend the event and participate in multiple streams of activities, including plenary sessions, workshops, career and education fair, health and environmental challenges, cultural activities and entertainment.

Key Duties and Responsibilities

- Work directly under the Lead Event Coordinator to coordinate all logistics related to the event, including but not limited to:
 - securing all venues, transportation, and catering
 - travel and accommodation for all staff and facilitators
 - arranging all AV needs in each venue
 - arranging all clean up crews
 - recruitment of volunteers and together with GOV team arranging schedules
- Help manage timelines for launch of events, calls for entertainment, keynotes, facilitators, etc.
- Help coordinate the support staff on the GOV Team and assist all GOV Team members to manage their assigned project plans, including budgets where appropriate
- Liaise and maintain a positive relationship with venues, vendors, and facilitators
- Assist with distributing promotional materials and event materials to help delegates and facilitators leading up to the event and onsite
- Assist with reporting and fundraising

Knowledge and Abilities

- Excellent event management skills
- Strong communications and interpersonal skills, both verbal and written
- A high attention to detail
- Strong time management, decision making and problem solving skills
- Ability to work with or without supervision on assigned projects, individually or in a team setting
- A high energy level with a determined, positive and productive attitude

- Adaptable and flexible within a wide variety of situations
- **ORGANIZED**

Qualifications

- Experience working on youth related projects and/or in a youth setting
- Diploma in Event Management, Business Administration, Project Management or related field, or minimum 3 years of experience working in event coordination
- Experience working with Indigenous community and service organizations, with a particular focus on events management
- Excellent knowledge of Microsoft Office applications and excellent typing proficiency
- Must be able to provide clear, current criminal record check including vulnerable sector check
- Valid driver's license an asset
- **THE ABILITY TO WORK UNDER INTENSE PRESSURE!**

What do we have to offer you?

In return for all you do, you will be rewarded in the following way:

- Earn \$20 - \$22 per hour depending on your experience
- Automatic enrollment in our Wellness Group membership: A fun group of people to hang out with once a month
- Understanding work environment

If you want to join our team send your resume and coverletter by August 24th, 2018 to:

Patricia Moore | General Manager

BC Association Aboriginal Friendship Centres

Email: pmoore@bcaafc.com | Website: www.bcaafc.com

Questions can be directed to **Kassandra Woods**, Event Coordinator, govcoordinator@bcaafc.com

PLEASE INCLUDE THE FOLLOWING IN THE SUBJECT LINE:

LOGISTICS COORDINATOR APPLICATION

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

**Qualified internal applicants will receive preference.
(ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED)**