



**BCAAFC | BC Association of  
Aboriginal Friendship Centres**

## **Registration Coordinator**

Term Full-Time Employment (September 2018 – March 31, 2019)  
35 hrs. week / **Based in Victoria, BC**

### **Background**

The British Columbia Association of Aboriginal Friendship Centres is hosting the 17<sup>th</sup> annual Gathering Our Voices (GOV) Indigenous Youth Leadership Training. The event will be held in Port Alberni from March 19-22, 2019, with more than 1,000 Indigenous youth and chaperones from across BC and Canada in attendance. The event has multiple streams of activities and information for Indigenous youth including workshops, a career and education fair, health and environment challenges, cultural activities, Elders teaching space and entertainment.

### **Key Duties and Responsibilities**

- Attendee registration and management, including ongoing support to delegates and chaperones
- Exhibitor coordination and management
- Event logistics including food & beverage coordination
- Development and distribution of GOV materials
- GOV communications to delegates leading up to event
- Other such tasks, as assigned, in support of the work of the GOV Team

### **Knowledge and Abilities**

- Strong communications and interpersonal skills
- The ability to work well in a team setting
- Strong time management, decision making and problem solving skills
- The ability to work both under a supervisor or without supervision on assigned projects
- Punctual, with a high energy level with a determined and productive attitude
- Adaptable and flexible within a wide variety of situations
- Strong organizational skills and the ability to meet deadlines

### **Qualifications**

- Background in event coordination is an asset
- Experience working on youth related projects and/or in a youth setting is an asset
- Experience working with Indigenous communities and organizations
- Excellent knowledge of Microsoft Office applications and excellent typing proficiency
- Excellent writing skills with high attention to detail

**BC Association of Aboriginal Friendship Centres**

551 Chatham Street | Victoria, BC | V8T 1E1 | [www.bcaafc.com](http://www.bcaafc.com)

Phone: 250-388-5522 | 1-800-990-2432 | Fax: 250-388-5502



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**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 31, 2018 (DEADLINE EXTENDED) to:**

**Patricia Moore** | General Manager

**BC Association Aboriginal Friendship Centres**

Email: [pmoore@bcaafc.com](mailto:pmoore@bcaafc.com) | Website: [www.bcaafc.com](http://www.bcaafc.com)

Questions can be directed to Kassandra Woods, Event Coordinator, [govcoordinator@bcaafc.com](mailto:govcoordinator@bcaafc.com)

PLEASE INCLUDE THE FOLLOWING IN THE SUBJECT LINE:  
**REGISTRATION 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)**

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