



Workshop 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 17th annual Gathering Our Voices (GOV) Indigenous Youth Leadership Training. The event will be held in Port Alberni from March 19-22, 2018, 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

- Workshop Coordination including facilitation of workshop selection process with Steering Committee; contract management of selected facilitators; as well as workshop scheduling, room assignments and transportation
- Event logistics including travel and accommodation for all facilitators and fulltime volunteers
- Development and distribution of workshop materials, such as descriptions, waivers, AV plans
- 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

- Experience in event coordination 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



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

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:

WORKSHOP 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)**

BC Association of Aboriginal Friendship Centres

551 Chatham Street | Victoria, BC | V8T 1E1 | www.bcaafc.com

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