



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

Workshop Coordinator

Term Position to March 31, 2018/ 35hr work week / based in Victoria, BC

Background

The British Columbia Association of Aboriginal Friendship Centres is hosting the 16th annual Gathering Our Voices (GOV) Indigenous Youth Leadership Training. In 2018, the event will be held in Richmond from March 20-23, 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; and workshop scheduling, room assignments and transportation
- Event logistics including travel and accommodation for all staff and facilitators
- Development and distribution of workshop materials, such as descriptions, waivers, AV plans
- 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

Qualifications

- Experience in event coordination an asset
- Experience working on youth related projects and/or in a youth setting
- 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

**Please send cover letter, resume and three references by
Friday, November 3, 2017 at 4:00pm PST to:**

Leslie Varley, Executive Director, LVarley@bcaafc.com

Questions can be directed to Nadine Collison, Manager of Events, NCollison@bcaafc.com

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous Ancestry

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