



BC Association of Aboriginal Friendship Centres Employment Opportunity

Employment Opportunity – Lead Event Coordinator

Permanent Full Time / 35 hrs. week / Based in Victoria BC

Background

The BC Association of Aboriginal Friendship Centres (BCAAFC) seeks a highly qualified individual to manage the business aspects of events hosted by the Association, including resourcing, partnerships and stakeholder relations, marketing and promotions, and business plan development and implementation. The Manager of Events is Lead for the Events Team and manages the human resource needs for the team.

The flagship event of the Association is Gathering Our Voices (GOV) Indigenous Youth Leadership Training. GOV2018 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

- Creation and management of the business plan for each event, including evaluations and annual updates for reoccurring events such as Gathering Our Voices
- Event Team Lead, managing all human resource services to team members, including recruitment, orientation, training, assignments and ongoing mentorship, for a team of mixed term and permanent employees that fluctuates from two to fifteen depending on the workload
- Manage timelines for launch of events, and calls for entertainment, keynotes, facilitators, etc.
- Cultivation of resourcing and financial support to host events, including fundraising, proposal writing, sponsorships, and donations
- Liaising and maintaining a positive relationship with all stakeholders, including funders and sponsors, GOV Steering Committee, and the membership and senior management of the Association, as well as maintain a positive relationship with venues, vendors, and facilitators
- Manage the Events Distribution List, used to provide updates directly to delegates
- Creation of a marketing and promotion strategy unique to each event
- Communications, including content for website and social media, as well as press releases and approval of all team communications for public distribution
- Develop promotional materials and event materials to assist delegates and facilitators leading up to the event and onsite
- Consistent review of materials, reports, contracts, schedules and deliverables to ensure budget, timeline and reporting obligations are met

- Mitigating issues that may arise with partners, funders, venues, vendors, facilitators, delegates or team members

Knowledge and Abilities

- Excellent project management skills with the ability to work without supervision and lead within a team setting
- Thorough understanding of large event management and strong financial management skills
- Strong understanding of how to function within cultural protocols, including how to respectfully ask cultural questions specific to the territory where an event is being held
- Excellent communication and interpersonal skills, both verbal and written, and demonstrated ability to manage an online presence including strong working knowledge of social media tools
- Ability to work under pressure in a fast paced environment within a wide variety of situations
- Excellent time management, decision making and problem solving skills
- A high attention to detail
- Skilled in managing challenging situations and people
- Ability to liaise with multiple stakeholders
- A high energy level with a determined, positive and productive attitude
- Knowledge and understanding of Indigenous history, diversity and social indicators of both on and off reserve Indigenous populations

Qualifications

- Bachelor's Degree in Business Administration or related field, and minimum 5 years of experience working with multi-stakeholder large event coordination.
- Significant experience working with Indigenous community and service organizations, with a particular focus on events management
- Excellent knowledge of Microsoft Office applications and SharePoint
- Working knowledge of Wordpress a must, as well as strong graphic design skills
- Strong accounting/budgeting background a must
- Must be able to work under intense pressure
- Must be able to provide clear, current criminal record check including vulnerable sector check
- Valid driver's license an asset

What do we have to offer you?

In return for all you do, you will be rewarded with a salary ranging from \$45,000 to \$50,000 a year based on your skills and experience. We also have benefits once you complete your probation period! This includes:

- Three weeks paid vacation to start (pro-rated over the year), the longer you stay the more you get!
- A 50% employee benefit package
- An Employee wellness program

- 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 **June 15, 2018 – END OF DAY** to:

Patricia Moore | General Manager

BC Association Aboriginal Friendship Centres

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

PLEASE INCLUDE THE FOLLOWING IN THE SUBJECT LINE: **LEAD EVENT 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)**