



BC Association of Aboriginal Friendship Centres Employment Opportunity

Manager of Events

Full-Time Permanent / 35hr work 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 16th presentation of this event, to be held in Richmond, BC, in March 2018. 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
- 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
- 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
- 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
- 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
- Must be able to provide clear, current criminal record check including vulnerable sector check
- Valid driver's license an asset

Submission Deadline – Friday, July 28, 2017 at 5:00pm PST

Please email your cover letter and resume, along with three (3) references to:

Leslie Varley, Executive Director, lvarley@bcaafc.com

Only those candidates invited for an interview will be contacted.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry. Please self-identify.