



BCAAFC | BC Association of
Aboriginal Friendship Centres

Event Coordinator

Permanent Full Time | 35hrs. week | Based in Victoria, BC

Located within the territory of WSÁNEĆ (Saanich), Lkwungen (Songhees) and Wyomilth (Esquimalt) peoples, the BC Association of Aboriginal Friendship Centres (BCAAFC) is the umbrella association for the 25 Friendship Centres throughout the Province of British Columbia. The BCAAFC collaboratively works to promote and deliver accessible programs and services that target urban Indigenous peoples and that support their vision of health and wellness.

The BCAAFC is seeking a highly skilled and motivated individual to manage the business aspects of events hosted by the BCAAFC, including resourcing, partnerships and stakeholder relations, marketing, promotions, and business plan development and implementation.

The BCAAFC's flagship event is **Gathering Our Voices (GOV): Indigenous Youth Leadership Training**. Each year, approximately 2,000 delegates from across BC and Canada attend the event and participate in multiple streams of activities, including plenary sessions, workshops, career and education fair, and cultural activities. The Event Coordinator is responsible for the coordination of this event.

Key Duties and Responsibilities

- Creation and management of the business plan unique to each event, including a marketing and promotion strategy.
- Cultivation of resourcing and financial support to host events, including fundraising, proposal writing, sponsorships, and donations
- Managing all human resource services, including recruitment, orientation, training, assignments and ongoing mentorship, for a team of term employees that fluctuates from two to fifteen depending on the workload.
- Manage timelines for launch of events, and calls for entertainment, keynotes, facilitators, etc.
- Liaising and maintaining a positive relationship with all stakeholders, including funders and sponsors, Steering Committee, as well as with venues, vendors, and facilitators.
- Communications, including content for website and social media, monthly newsletters, 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.

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

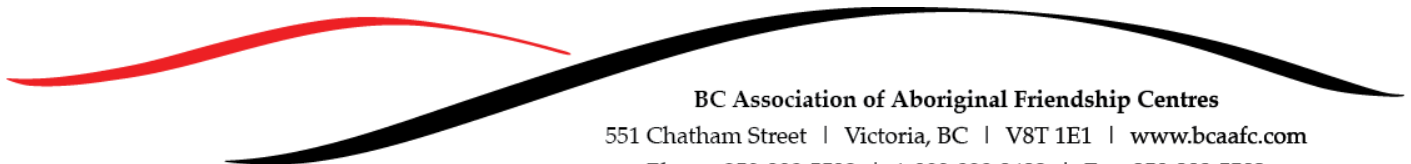
- Consistent review of materials, reports, contracts, schedules and deliverables to ensure budget, timeline and reporting obligations are met.
- Mitigating issues that may arise with venues, vendors, facilitators, delegates or team members.

Knowledge and Abilities

- Demonstrated thorough knowledge of Indigenous communities, cultures, and perspectives, and a strong understanding of how to function within cultural protocols.
- Excellent organizational, planning and time management skills, with the ability to multi-task, produce and coordinate projects to tight deadlines.
- Thorough understanding of large event management and strong financial management skills.
- Excellent project management skills with the ability to work independently with minimal supervision and lead within a team setting.
- Strong verbal and written communication skills, including developing proposals, presentations and correspondence, and strong working knowledge of social media tools.
- Ability to work under pressure in a fast paced environment within a wide variety of situations.
- Skilled in managing challenging situations and people, and solving issues that may arise.
- A high energy level with a determined, positive and productive attitude.

Qualifications

- Completed education in event planning, business administration, or related field and a minimum of 2 years related experience (an equivalent combination of education and experience may be considered).
- Significant experience working with Indigenous communities and Indigenous service organizations.
- Strong PC software skills including experience with Microsoft Office (Word, PowerPoint, SharePoint and Excel).
- Working knowledge of WordPress, MailChimp and graphic design skills are an asset.
- Strong accounting/budgeting background is an asset.
- Must be able to provide clear, current criminal record check including vulnerable sector check.
- Valid driver's license a strong asset.



About Us

- This position is located at 551 Chatham St in downtown Victoria.
- The work week is 35 hours. Overtime and travel is required leading up to, and during March break when our annual event takes place.
- The BCAAFC offers benefits once you complete your probationary period. This includes:
 - A 50% employee benefit package, including a wellness program and pension.
 - Three weeks paid vacation to start, the longer you stay the more you get!
 - Enrollment in our Wellness Group: a fun group of people to hang out with once a month!
 - Understanding, supportive and flexible work environment.

Please send resume and cover letter to:

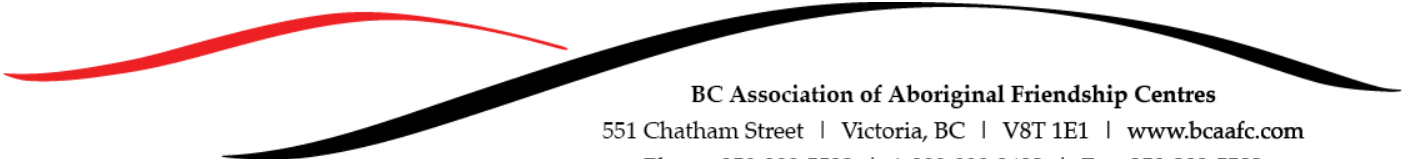
Patricia Moore | General Manager
Email: pmoore@bcaafc.com

SUBJECT LINE MUST INCLUDE: Event Coordinator Posting

DEADLINE: THURSDAY MARCH 19, 2020 AT NOON PST

Interviews will take place March 23 - 27, 2020.
(Only shortlisted candidates will be contacted)

Pursuant to section 41 of the BC Human Rights Code, preference will be given to qualified 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