

JOB POSTING

POSITION TITLE:	Events Coordinator Intern
REPORTS TO:	Manager of Prevention Services
CLASSIFICATION:	Short-Term Internship
SALARY:	\$21.01 per hour up to maximum of 35 hours per week
LOCATION:	Six Nations, Ontario & GREAT Office, Ohsweken
POSTING DATE:	June 22, 2023
CLOSING DATE:	June 30, 2023

The Association of Native Child and Family Services Agencies of Ontario (ANCFSAO) is committed to staffing a workplace that is representative of the Indigenous population we serve. We encourage First Nations, Metis, and Inuit applicants to apply and please self-identify in their cover letter.

POSITION SUMMARY:

Reporting to the Manager of Prevention Services, the Events Coordinator Intern is responsible for providing the public relations to ANCFSAO. The position will support the work of the Association in the development and implementation of key events. The Events Coordinator Intern will prepare information to circulate various content to Members through a variety of communication vehicles, both existing and new.

KEY JOB FUNCTIONS:

- Make recommendations, based on Member feedback and analytics, to better engage Members through ANCFSAO communication vehicles.
- Coordinate of content and promotion of ANCFSAO webinars
- Develop and maintain events and communications calendar to facilitate a strategic approach to dissemination.
- Lead on planning events and all planning components required for successful event.
- Develop key messages for ANCFSAO projects prior to communication to Members.
- Coordinate and track event planning requests; manage relationships with vendors; ensure invoices are processed.
- Review ANCFSAO promotional items inventory list and submit re-order as needed.
- Support ANCFSAO staff in distributing Member content, including editing, formatting and distributing.
- Creating sign up schedules for employees needed for each event.
- Developing evaluations for events, collecting participant feedback and implementing recommendations
- Develop and adhere to event budgets and program budget.
- Attending events to support and ensure everything goes as planned.
- Assist with solving problems that may arise during events and offering solutions in short time frames.

QUALIFICATIONS (*Knowledge, Experience, Skills, Abilities, and Other Qualifications and Attributes*)

Knowledge and Experience:

- Progressive experience in event planning, an asset
- Knowledge in Microsoft Office Suite
- Knowledge of budgets
- Knowledge of teamwork practices
- Proficiency in marketing related software
- Knowledge of event procedures and process
- Experience working with Indigenous people, organizations and communities.

Other Qualifications:

- Enrolled in a post-secondary program in Public Relations, Communication or Marketing, Human Services or recently completed.
- Candidates with other academic qualifications and related experience (including demonstrated ability) may be considered.

Skills and Abilities:

- Advanced verbal and written communication skills
- Strong interpersonal, collaboration, and relationship skills
- Creativity
- Strong critical thinking skills
- Ability to work independently and in a team.
- Demonstrated ability to plan, organize and prioritize a varied workload in a fast-paced environment.
- Ability to managing several projects simultaneously.
- Highly motivated problem-solver with the ability to identify and resolve challenges both autonomously and collaboratively.
- Valid Driver's License and safe driving record, access to a reliable vehicle, possession of a minimum one million dollars liability vehicle insurance coverage.
- Clear Police Records Check with Vulnerable Sector Check .

WORKING CONDITIONS:

This position will be based out of the office in Ohsweken and some travel within Ontario is required. While performing the duties of this job the events coordinator will typically be in a shared office space office and is required to operate a computer. This position will be required to work extended hours and weekends when required to oversee specific events. Some lifting may be required while assembling and disassembling events.

TO APPLY:

Please email the following items with the subject line, “*Events Coordinator Intern*” by June 30, 2023, to HRgeneral@ancfsao.ca :

- I. A Cover letter outlining why you are the most qualified candidate for this role, including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.
- II. Resume (include 3 work related references).

Incomplete Applications will not be considered. Only those selected will be contacted for an interview.

Please note that preference will be given to qualified First Nations and Aboriginal applicants. **Please self-identify.** We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.

Our Agency is committed to an inclusive and barrier-free environment for all our candidates and employees. Should you at any time have an accessibility need or have any questions regarding the recruitment process and a full job description, please contact HRgeneral@ancfsao.ca.