Job Description

Job Title:	Events and Special Projects Coordinator
Department:	Office of Indigenous Relations
Reports To:	Associate Director, Indigenous Relations
Jobs Reporting:	None
Salary Grade:	9
Effective Date:	February 2024

Primary Purpose

Reporting to the Associate Director, Indigenous Relations, the Events and Special Projects Coordinator is the primary lead in managing event strategy, development, logistics and execution. The position is also responsible for managing and supporting special projects for the Office of Indigenous Relations.

Key Accountabilities

Event Coordination and Management

- Develops and maintains event strategy on an annual/multi-year basis for the Office of Indigenous Relations that is in alignment with the University's strategic plan, Indigenous Strategic Plan and general mandate of the Office of Indigenous Relations
- Plans, implements and evaluates events for the Office of Indigenous Relations
- Coordinates all event logistics
- Acts as the primary point person during events
- In collaboration with team members and campus partners, develops and implements event promotion strategies
- Develops and provides in-depth event reports following each event

Project Management

- Supports the day-to-day implementation and management of various Office of Indigenous Relations projects and tasks
- Leads or supports special projects utilizing project management tools and strategies
- Creates a production schedule for the delivery of projects
- Supports project timelines, milestones and deliverables using appropriate methodologies and techniques
- Develops and utilizes project management mechanisms for tracking project progress and provides regular reports to stakeholders
- In consultation with teammates develops, proposes, manages, and related budget for projects

Communications Support

Supports the designated team members, especially the Inclusive Communications Manager, Indigenous Relations in the following areas:

- Supports the communication strategic plan for the Office of Indigenous Relations
- Creates and implements communication plan for projects and events
- Recommends and implements new initiatives or improvements to the Office of Indigenous Relations website
- Creates or assists the communications team members with social media content

- Supports with the seasonal departmental newsletter
- Assists with the maintenance of the department CRM

Education and Training Support

- Provides support for the Office of Indigenous Relations related education and training programs
- Conducts research on education and training material applicable to the university environment
- Assists in the development of training material, programs, and resources

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Post secondary education in Event Management, Marketing, Communications, Business, Administration, and/or related field

Experience

- Demonstrated relationship with Indigenous service agencies and communities
- Minimum of 3 years' experience in a related role with event management accountabilities
- Experience working in post-secondary institutions is an asset
- A First Nation, Inuit and/or Métis language is an asset

Knowledge/Skills/Abilities

- Competence in an Indigenous language considered an asset
- Extensive knowledge of diversity of Indigenous (FNMI) peoples in Canada and a keen understanding of Indigenous histories, cultures, current affairs and a strong knowledge of Indigenous educational issues.
- Understanding and implications of RCAP (Royal Commission on Aboriginal People), UNDRIP United Nations Declaration on the Rights of Indigenous Peoples), Truth and Reconciliation Final Report, Reclaiming Power and Place Report and how these reports effect Indigenous-Canada Relations and how they align to higher learning
- Demonstrated ability to co-ordinate multiple tasks and keep stakeholders effectively involved in the process
- Excellent time management and work prioritization skills with an ability to effectively manage high impact priorities
- Proven ability to work collaboratively and effectively with diverse stakeholder groups
- Excellent verbal and written skills
- Strong interpersonal and relationship building experience, including a proven ability to build and develop effective relationships with individuals at all levels within the University as well as externally, including students, staff, faculty and community partners
- Must embrace diversity and inclusion as an integral component of a quality University education
- Strong analytical problem solving and critical thinking skills and a high degree of political acuity and judgement
- Ability to deal with campus colleagues in a manner that facilitates relationality, cooperation and consensus building

- Works independently and as part of a multi-disciplinary team with a high degree of initiatives, discretion, and tact
- High level of integrity and ability to work under pressure
- Superior organizational skills in planning, event/project management and task coordination
- Ability to produce detailed and comprehensive reports from a large volume of complex information
- Willingness to work flexible hours as required
- Attendance at events required

Technical

- Advanced computer skills in Microsoft Office (must be able to set up templated and macros in Word and Excel, set up Excel spreadsheets and graphics, and prepare sophisticated PowerPoint presentations, navigate and use Microsoft Share Point), Internet, Adobe, scheduling software, and experience with CRM's considered an asset.

Nature and Scope

- **Contacts:** The Events and Special Projects Coordinator engages internally with all faculty, staff and students, to listen, connect, influence and motivate others, and to promote, advance and educate on highly sensitive matters, while externally attending and participating in events, conferences, meetings and other initiatives deemed appropriate. The Events and Special Projects Coordinator engages internally with all faculty, staff and students, to listen, connect, influence and motivate others, and to promote, advance and educate on highly sensitive matters, while externally attending and participating in events, conferences, meetings and other initiatives where deemed appropriate.
- **Level of Responsibility:** This position is responsible for supporting, advising and recommending solutions, implementing project and event plans, identifying, and responding to the objectives and priorities of the University's Indigenous Strategic Plan and contributing to the Indigenization, reconciliation and decolonization strategies and actions of the University. This position is responsible for advising and recommending solutions, implementing project and event plans, identifying, and responding to the objectives and priorities of the University's Indigenous Strategic Plan and contributing to the Indigenization, reconciliation and decolonization of the University.
- **Decision-Making Authority:** The Events and Special Projects Coordinator is expected to work independently to fulfill their responsibilities. The role has a mix of defined, specialized, routine, and nonroutine tasks and requires sound judgment, tact, and discretion in managing and fulfilling these responsibilities. The Events and Special Projects Coordinator will make recommendations to the Office of Indigenous Relations team and take direction primarily from their direct supervisor but also from the department senior leadership team as well as the Inclusive Communications Manager, Indigenous Relations.
- **Physical and Sensory Demands**: Minimal demands typical of a position operating within an office environment. This position works independently and collaboratively and requires sound judgment, a strong work ethic and an ability to work with competing priorities. Flexibility in working hours, travel, thoroughness, accuracy, attention to detail and professionalism is required.
- **Working Environment:** Minimal exposure to disagreeable conditions. There can be a lack of control over work pace due to irregular and/or high volumes of work and multiple and/or tight, unalterable deadlines, and frequent interruptions.