



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Event Assistant

Job ID	53-E8-9E-53-5E-85	
Web Address	https://careers.indigenous.link/viewjob?jobname=53-E8-9E-53-5E-85	
Company	Canadian Museum for Human Rights	
Location	Winnipeg, Manitoba	
Date Posted	From: 2019-07-08	To: 2019-07-17
Job	Type: Full-time	Category: Miscellaneous
Languages	English	

Description

Purpose of Position

Reporting to the Manager, Special Events and Facility Rentals, the Event Assistant will work during on-site events. The role will assist with room set-up and takedown and will be the point of contact during events when other event staff are not available. This position will greet event guests, ensure the security of guests, provide general information concerning services and respond to general questions from event guests. This position will act as a Museum ambassador.

Key Responsibilities

- Is responsible for event set-up such as placing and breakdown of tables, chairs and stage.

- Greets event guests.

- Acts as a key point of contact during events when other event staff are not on site.

- Provides event guests with general information concerning services, event information and Museum information.

- Works closely with the Event Coordinator to ensure that requirements and expectations for events are met.

- Ensures the security of the event guests and Museum property.

- Conducts frequent inspections of banquet facility equipment; reports deficiencies and shortages to the Manager, Special Events and Facility Rentals.

- Maintains a safe environment, including but not limited to fire safety protocols, and acts as a first point of contact to escalate security matters to the appropriate staff member.

- Assists with evacuation procedure in the event of an emergency.

- Contributes to team efforts as required to achieve desired results.

- Completes other duties as assigned in order to support the events team.

Education, Knowledge and Experience

Required Qualifications

- Minimum of 6 months to 1 year of experience working in customer service

- Demonstrated experience working as part of a team

- Available to work shifts (weekdays, weekends, evenings and general holidays)

- Must be courteous and attentive to guests and exercise tact and diplomacy at all times, while demonstrating an understanding of protocol

- Able to lift up to 40 pounds (18 kg)

Desired Qualifications

- Knowledge of general security practices

- Experience in the tourism/hospitality industry

- Ability to communicate verbally in both official languages (English and French)

- Ability to communicate in additional languages

- Relevant and similar experience in a related organization (e.g., museum or other not-for-profit organization or tourism industry)

- Ability to communicate verbally in both official languages (English and French)

- Experience working with public events and being the site client point of contact

- Experience in working with floorplans

Attributes

- Excellent communication skills with the ability to remain calm and unbiased
- Ability to work both independently or collaboratively in a team-oriented environment
- High level of attention to detail
- Ability to exercise sound judgment
- Polite, positive, attentive, kind and caring
- Customer focus

Working Conditions and Physical Demands

- Flexible with hours of work, including weekends, holidays and some evenings
- Requires lifting, carrying and moving objects up to 40 pounds (18 kg)
- A considerable amount of standing and walking is required, and the ability to remain stationed in one area.
- Work is in an open public environment.

Official Language Proficiency:

- Bilingual non-imperative

Conditions of Employment

- Security Screening Level (Reliability Status)
- Child Abuse Registry Check

How to Apply

Application Procedure

Interested applicants should submit a cover letter and résumé through CMHR's Careers page at <https://humanrights.ca/about/careers> by July 17, 2019. The cover letter must provide concrete examples that illustrate how they meet the education and experience factors listed in the Qualifications "Required and Desired (if applicable)". Résumés will be used as a secondary source to validate the education and experience described in the cover letter. The Canadian Museum for Human Rights is committed to developing inclusive, barrier-free recruitment processes and work environment. Please advise the HR representative if accommodation measures must be taken to enable you to apply and be assessed in a fair and equitable manner.

All applicants will receive a confirmation of receipt of their application. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Intent / Result of process: An eligibility list of qualified candidates may be created as a result of this process. The list would have a retention schedule of six months.