



# 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.

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# Job Board Posting



Careers.Indigenous.Link

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## Events Coordinator

<b>Job ID</b>	<b>56-F5-B6-4C-B2-ED</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=56-F5-B6-4C-B2-ED">https://careers.indigenous.link/viewjob?jobname=56-F5-B6-4C-B2-ED</a>	
<b>Company</b>	Indspire	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2019-05-21	To: 2019-06-20
<b>Job</b>	Type: Full-time	Category: Office
<b>Languages</b>	English	

### Description

Indspire is an Indigenous national registered charity that invests in the education of Indigenous people for the long-term benefit of these individuals, their families and communities, and Canada. With the support of its funding partners, Indspire disburses financial awards, delivers programs, and shares resources with the goal of improving educational outcomes for First Nations, Inuit and Métis students. Through Indspire's education offerings, we provide resources to students, educators, communities, and other stakeholders who are committed to improving success for Indigenous youth. In 2017-18, Indspire awarded \$14.2 million through 4,900 bursaries and scholarships to Indigenous youth, making it the largest funder of Indigenous post-secondary education outside the federal government. Each year, the organization presents the Indspire Awards, a celebration of the successes achieved by First Nations, Inuit and Métis people that is broadcast nationally. Never has there been a better time to join this natural leader.

Never has there been a better time to join this national leader. In the position of Events Coordinator, you will play a key role in the creation and expansion of programs, events and activities including the National Gathering, the Soaring Indigenous Youth Empowerment Gathering, the Indspire Awards and Indspire's inaugural fundraising event taking place in Toronto in June 2020.

The position responsibilities of the Events Coordinator include:

#### Event Coordination and Administrative Duties

- Coordinates planning and execution of trade shows and events including booking events, setting up booths/displays, ensuring materials are on site, coordinating travel, etc;
- Works closely with and assists event consultants with event logistics; including registration, location, menu selection and guarantees, AV, event rentals, hotel room blocks, recruiting and confirming volunteers, videographer and photographer coordination, on-site event support, ordering supplies, transportation, and other event production elements;
- Performs event registration activities including responding to attendee's questions, making registration changes, and providing updates to team members and clients;
- Contacts service providers and attendees, and liaises with other departments about event requirements;
- Updates and manages calendars and provides reminders for upcoming events;
- Prepares event specific paperwork, materials, and performs event data entry, and contract management;
- Works with the marketing team to ensure all event logistics and registration information is up to date on the website;
- Provides administrative support to the Vice President, Communications and Marketing and Event Consultant, including filing, scheduling and coordinating meetings, serving as recording secretary for various meetings, assisting with travel planning, etc;
- Coordinates all invoicing for events; including sending and receiving invoices, coordinating and monitoring payments, record keeping and preparing standard reports and performs other administrative/office coordination duties as directed;
- Creates and maintains accurate and up to date records and files for all event management projects and ensures that all contracts are properly secured;
- Conducts research for colleagues, as required;
- Writes basic responses to inquiries including letters, brief articles, etc.

#### Qualifications

- Post-secondary education, (college or university) e.g. two-year college diploma in event management, communications, media or equivalent experience
- Progressive experience with a minimum 1 and up to 2 years' experience in a similar environment
- Knowledge of the issues affecting Indigenous peoples and experience in Indigenous communities preferred
- Demonstrates openness to learning and willingness to engage in cultural competency training
- Demonstrates ability to communicate effectively
- Proficiency in Microsoft Office Suite (Word and Excel in particular)
- Demonstrates good organizational skills with ability to multitask
- Attention to detail and good problem-solving skills
- Demonstrates knowledge of office equipment, systems and procedures
- Must be able to work occasional evening and weekends
- Travel between Six Nations and Toronto offices is required
- Ability to travel across Canada as required
- Ability to work in French is an asset.

The duties within this job description can be amended from time to time.

### How to Apply

This is a full-time position based in Toronto. The salary range is competitive with a good benefit package, including pension plan. As an Indigenous organization whose mandate is to promote opportunities for Indigenous people, we encourage applications from qualified Indigenous persons and all others interested in the position. Only those candidates selected for an interview will be contacted. To learn more about Indspire, visit [indspire.ca](http://indspire.ca). To apply, please forward your résumé, and cover letter to [hr@indspire.ca](mailto:hr@indspire.ca). All qualified candidates will be contacted directly. No agency calls please.

Deadline for Applications: June 9, 2019