

## Event Coordinator Position

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### What is the event?

*“Unsettling: A self-examination for non-Indigenous people working in Indigenous contexts”* is an event series taking place over the course of 2019. The purpose of the series is to catalyze deep and continued engagement with reflective questions such as: What does unsettling/decolonization mean on an individual and professional level? How can non-Indigenous people engage with the framework of reconciliation with Canada’s First Peoples? What steps can non-Indigenous people take to embody respectful relations? How can non-Indigenous people effectively acknowledge and challenge internalized and systemic racism? Over the course of the series participants will be supported in proactively responding to the call to indigenize and decolonise their lives and workplaces.

### Why is it important?

Concordia has committed to responding to the TRC Principles for Reconciliation and calls to action, specifically action 63, iii. ‘Building student capacity for intercultural understanding, empathy, and mutual respect.’ Too often the onus of reconciliation is placed upon Indigenous Peoples. It is important for non-Indigenous people to take responsibility for their role in building meaningful and informed relationships with Indigenous Peoples.

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### Who you are...

You are an experienced event coordinator with a passion for Indigenous issues. You are a great communicator both in person and digitally. You are an organized, self-motivated multi-tasker. You make detailed plans and adapt those plans when things don’t go as expected. You are deeply engaged with Indigenous communities in terms of your work or lived experience.

### What you will do...

#### ***Communicate with the Public:***

- You are comfortable with digital outreach and engagement platforms such as Eventbrite, Mailchimp, Facebook, Twitter, and project management/accountability tools.
- You can get your boots on and distribute promo materials within key campus spaces.
- You are design savvy and can get a clear message across online.
- You follow up on tasks, respond to emails and answer queries.
- You recognize the importance of networking and relationship building and you are at ease tapping into new networks, making connections and finding common ground between stakeholders.

#### ***Communicate with Elders and Speakers:***

- You embody respectful relations and know how to make people feel special - book transport, hotels and purchase gifts for Elders and Speakers.

***Communicate with Venue and Hospitality services:***

- You can deal with logistics, technical requirements, catering needs, etc. leading up to the event and on the day-of.

***Coordinate the volunteer force:***

- You like people, like getting them involved, and know how to keep them involved.

***Communicate with the project leaders:***

- You have a keen eye for opportunities and can pick up the phone and get in touch with the team before an opportunity has passed you by.
- You have a keen eye for challenges and can pick up the phone and get in touch with the team before the challenge becomes a problem.
- You know that you don't know everything! You can communicate your questions with a supportive team.

**What you have done...**

- You have experience managing a large event. You have learned from your experiences and are keen to improve upon them moving forward.
- Maybe you have managed a large outreach project with many moving parts? Maybe you have been involved in a community based project? Either way, you have used project management tools to make sense of all those parts.
- You have effectively communicated a message to multiple stakeholders using your digital and in-person skills.

**What you gain...**

***You get:***

- To contribute to an exciting campus initiative.
- A \$2400 Coordinator honorarium for 120 hours of work.
- To work alongside an experienced and supportive team.

**What is the timeline?**

You should start as soon as you can. The majority of the work needs to be done in November and January, and your contract will run until mid-February 2019. Naturally, some weeks will require more work than others.

### Anything else?

There is a strong possibility of contract renewal in February – ideally we would like someone to coordinate the whole series which runs until September 2019. This is a satellite position, so you'll need to be comfortable working from home or in the library. But you won't be alone! You will get lots of in-person support from the project leaders and in our team meetings. It is essential that you can work autonomously for this role. You will manage your tasks within the allotted time and keep a record of your hours. The honorarium can be distributed at intervals that work best for you.

### How do I apply?

Please send a letter of intention and your CV (in the same document) to [unsettlingeventseries2019@gmail.com](mailto:unsettlingeventseries2019@gmail.com) before **5pm on Friday 26th October**. Please feel free to be creative with your application and include your lived experience, learned experience and anything else that marks you out as the person for this position. If you have any further questions, call and ask for Emma or Tim at 514 648 6006 (ext. 2270). ***NB, this position is open to both students and community members at large. We strongly encourage First Nations, Metis and Inuit people to apply for this position.***