

Job Description:

Event Coordinator, Naut'sa mawt Event Management

Summary:

Guided by values deeply informed by our Indigenous roots, Naut'sa mawt Event Management offers event management services that are inherently culturally safe and respectful, and prides ourselves on the continual and respectful integration of Indigenous cultural activities and ceremonies in the events we manage.

The Event Coordinator is responsible for coordinating these events from initial client introduction to onsite event implementation in an effective and timely manner in order to meet Naut'sa mawt Event Management standards of customer service.

Reporting to the Senior Event Manager, the Event Coordinator will be assigned virtual, in-person and hybrid events in collaboration with government, non-profit or corporate clients all around a diverse array of Indigenous-focused engagement/celebration. These events will be coordinated both independently and in collaboration with the Senior Event Manager, Event Managers depending on the complexity of the client's deliverables. This role will require collaboration with a variety of internal team members, contractors, event attendees, speakers, contractors, and other stakeholders to ensure events are clearly outlined, communicated, executed, and documented.

Responsibilities:

- Lead point of contact for all assigned events, ensuring all client deliverables are met and that critical deadlines are upheld
- Supportive role for events assigned in collaboration with Senior Event Manager or Events Manager;
- Event Management responsibilities could include but is not limited to;
 - Organizing all event logistics such as overseeing registration, communications, speaker management, tech support, décor, graphic design and providing general customer service and support;
 - Seeking quotations and hiring reliable subcontractors for events such as Hotels, Caterers, Cultural Performers, Elders, Technicians etc. identifying roles, responsibilities, objectives, and goals of each resource
 - Providing cultural guidance to clients on how to ensure event programming remains inclusive and respectful to Indigenous cultures
 - Liaising with Naut'sa mawt Events notetaking division to book minute-takers and report writers for events, providing guidance on format and expectation
 - Working closely with the Event Director in order to adhere to event budget, providing subcontractor quotations and invoices to Events Director for approval
 - Maintains strict confidentiality and exercises sound judgment and discretion when dealing with sensitive issues;
 - Ensure that service quality standards are maintained and consistently delivered in all areas of responsibility
- Onsite Event Management responsibilities could include but are not limited to;

- Supervising and assigning roles to event staff and subcontractors
- If applicable, reporting to the Senior Event Manager or Event Manager for immediate priorities and communicating their requests to vendors or other staff members
- Overseeing smooth delivery of event programming
- Arranging rehearsals and overseeing audio/visual or virtual elements of event programming
- Organizing efficient registration process or gift giving processes.
- Greeting Elders or speakers, providing honoraria if applicable, and ensuring all other all are aware of the event agenda and timing
- Effectively shifts priorities to achieve exceptional results, shows initiative to meet demands, and recommends solutions to address issues as they arise.
- Perform professional administrative and clerical duties in accordance with Naut'sa mawt Event Management approved practices, policies, and service standards including:
 - maintaining electronic and hard copy filing system;
 - opens, sorts, scans, copies, emails, and distributes incoming/outgoing correspondence/documents when applicable
 - Communicates and responds to routine requests or inquiries via telephone, email, or in-person;
 - Accurate update of information into company CRM
 - Attends departmental meetings, staff meetings and events as required
 - Occasionally supporting event sales initiatives including content creation, proposal writing, template creation etc.
 - Maintains strict confidentiality and exercises sound judgment and discretion when dealing with sensitive issues;
 - Carries out other duties as assigned that are essential to the position as directed
 - Monitors areas of responsibility for opportunities for improvement and innovation and work proactively to implement these.

Education and Professional Experience

- Completed Bachelor's Degree and/or Certificate or diploma in event management is required
- Experience 2-3 years experience organizing events
- Proficient in Adobe Acrobat and Microsoft Suite programs including Teams, Word, Excel and PowerPoint
- Experience working on a variety of virtual event platforms such as Cvent, Eventbrite, Zoom or Teams is considered an asset
- Experience working with Indigenous communities considered an asset

Knowledge, Skills, and Abilities

- Working knowledge of various processes related to project and event management
- Ability to work both independently and collaboratively with the Events Director and Event Managers
- Proactive and able to manage multiple functions while meeting deadlines.
- Excellent leadership skills with the ability to provide clear and respectful direction to contractors

- Sound analytical thinking when working under pressure with excellent conflict resolution skills; managing difficult situations with positive results
- Ability to provide, obtain or follow clear, concise and accurate information orally and in writing (including spelling, grammar, context and structure)
- Excellent interpersonal and communication skills, both written and spoken

Other

- Willingness to travel Canada-wide for events
- May be required to work nights, weekends, and holidays on occasion
- Follow Naut'sa mawt Tribal Council policies and procedures
- Note: This is a remote position for those located within the Lower Mainland BC or Vancouver Island area. Ability to attend events in person within this area is required.