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| Job Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Event Assistant                                                                                                | Organization | Naut’sa mawt Event Management |
| Salary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$55,000-\$60,000                                                                                              | Department   | Event Planning                |
| Position Type                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Full-time, 35 hours per week                                                                                   | Supervisor   | Senior Event Manager          |
| Apply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Please send your resume and cover letter to <a href="mailto:stambur@nautsamawt.com">stambur@nautsamawt.com</a> |              |                               |
| <b>Position Focus</b><br><br>For more than 25 years, Naut’sa mawt Event Management has had the honour of supporting many of the most significant events impacting Indigenous Peoples and communities across Canada. Through our Event Planning, Reporting and Art and Experience departments, we help bring people together to build a better future, guiding every project with cultural safety, care, and trauma-informed practice.<br><br>The Events Assistant is responsible for supporting the Event Planning department in delivering both internal initiatives and external client projects. This role spans the full event lifecycle—from initial client introduction through to on-site implementation and project closure—ensuring each event is supported effectively, on time, and to the high standards of service excellence that Naut’sa mawt Event Management is known for. |                                                                                                                |              |                               |
| <b>Accountability</b><br><br>Reporting to the Senior Event Manager, the Events Assistant role involves assisting with various tasks related to event logistics, coordination, registration, and administrative duties. The ideal candidate is highly organized, possesses excellent communication skills, and is deeply committed to promoting and preserving Indigenous heritage.<br><br>This role will require collaboration with a variety of internal team members, event attendees, speakers, contractors, and other key partners to ensure events are clearly outlined, communicated, executed, and documented.                                                                                                                                                                                                                                                                       |                                                                                                                |              |                               |
| <b>Responsibilities</b> <ul style="list-style-type: none"><li>Under the supervision of the NEM Senior Event Manager, the Events Assistant supports Naut’sa mawt’s Event Planning Department in providing a variety of</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                |              |                               |



administrative support to event leads (Event Managers or Event Coordinators). These supports include but are not limited to the following services:

- Overseeing event registration processes, including maintaining invite lists, distributing communications, tracking RSVPs, delivering highly detailed registration reports, coordinating ticketing/registration systems, and responding to participant inquiries
  - Seeking quotations from various event subcontractors such as Hotels, Caterers, Cultural Performers, Elders, Technicians etc. as requested
  - Assisting with other event logistical requirements as requested such as drafting communications, creating surveys, approving travel claims, and providing general customer service and support.
- Assisting event leads with maintaining accurate records and documentation related to events, including budget spreadsheets, expense reports, and contracts, while adhering to financial guidelines and accountability.
  - Assisting event leads (Event Manager / Event Coordinator) in delivering smooth event programming during in-person and virtual events through providing the following supports:
  - Attending in-person or virtual event rehearsals, internal event briefings and event-set up and tear down
  - Ensuring event kit and event materials arrive onsite to support event delivery and are returned to storage unit following the event.
  - Overseeing registration table set up and tear down (name tags, printer, label maker etc.) and checking in/fielding attendee questions once the event has begun.
  - Greeting Elders, speakers, and other honored guests, providing honoraria if applicable.
  - Ongoing communication with event leads regarding immediate priorities, assisting with various tasks onsite to ensure customer satisfaction and efficiency.



- Performance of professional administrative and clerical duties in accordance with Naut'sa mawt Event Management approved practices, policies, and service standards including:
  - Maintaining, organizing, and restocking the department storage unit, including keeping accurate and up-to-date inventory of event supplies and equipment. Reliable personal transportation to travel to the storage unit is required.
  - Supporting internal initiatives and process improvements by contributing ideas, tools, and practices, as well as assisting with the hands-on implementation of changes that enhance team efficiency and service delivery.
  - Communicates and responds to routine requests or inquiries via telephone, email, or in-person;
  - Maintaining accurate update of electronic/hard copy filing system and company CRM
  - Opens, sorts, scans, copies, emails, and distributes incoming/outgoing correspondence/documents when applicable.
  - Participation in staff meetings, staff retreats, strategic planning sessions, and other staff events as requested by the Director.
  - Maintaining strict confidentiality and exercises sound judgment and discretion when dealing with sensitive issues.
  - Monitors areas of responsibility for opportunities for improvement and innovation and work proactively to implement these.
  - Supporting event sales/marketing initiatives including drafting communications and promotional materials, template creation and other duties as requested
  - Participating in Indigenous cultural training and remaining up to date on Indigenous cultural practices, traditions, and best practices in event management, in order to enhance the representation and experience of Indigenous events.



- Carrying out other duties as assigned that are essential to the position as directed

### **Education and Professional Experience**

- Minimum 2-3 years experience working in a corporate environment or administrative role.
- Proficiency in Adobe Acrobat and Microsoft Suite programs including Teams, Word, Excel and PowerPoint
- Experience working on a variety of virtual event platforms such as Eventbrite, Zoom or Teams is considered an asset
- Experience working with Indigenous communities considered an asset
- Completed bachelor's degree and/or certificate or diploma in event management is considered an asset

### **Knowledge, Skills, and Abilities**

- Ability to work independently and act on own initiative
- Proactive and able to manage multiple functions and projects while meeting deadlines.
- Sound analytical thinking when working under pressure
- 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**

- Ability to attend events located across Canada is required.
- Reliable personal transportation for frequent travel within the Lower Mainland
- May be required to work nights, weekends, and holidays on occasion



- Adherence to Naut'sa mawt Tribal Council policies and procedures.
- Note: This is a remote position for those located within the BC Lower Mainland. Ability to attend company meetings / events within this area is required.