



NISGA'A TS'AMIKS VANCOUVER SOCIETY

3973 Dumfries Street, Vancouver BC V5N 5R3
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NTVS EMPLOYMENT OPPORTUNITY

Position: **Programs & Services Coordinator**

Posting Date: **March 12, 2020**

Supervisor: **NTVS Office Manager**

Posting Close: **March 27, 2020**

The Programs and Services Coordinator is responsible for developing and delivering programs and services that are in alignment with the NTVS vision, mission and mandate, which include but are not limited to:

- Cultural events and celebrations
- Language education programs
- Programs for families, youths and elders
- Resource development to support new and existing programs and services
- Elder Council support and development
- Youth Council support and development
- Community Recreation and Education Activities

Some programs and events activities will take place in the evenings or on weekends. NTVS strives to ensure reasonable distribution of evening and weekend work-related commitments where possible.

A high focus of this position is program management and event planning and the Programs and Services Coordinator will:

1. Lead community engagement for the purpose of acquiring information to ensure that NTVS Programs and Services are relevant and are maximizing NTVS efforts to meet its goals and objectives. NTVS events may include:
 - a. Summer Barbeque, Graduation, Nisga'a New Year Celebration, and stewardship events while maintaining adherence to critical paths and deadlines.
 - b. Workshop and focus group coordination and facilitation from time to time.
 - c. Travel to Vancouver Island and to various municipalities within the Metro Vancouver region from time to time.
2. Develop annual budgets and goals for all events and maintain records of expenditures, contracts, and deliverables in accordance with program guidelines.
3. Oversee execution of all event related logistics including rentals, contracts, purchase orders, participant registration, advertising and collection of contact details and required event information.
4. Research potential NTVS stakeholders and partners, as well as play supportive role in the relationship building for sponsorship and program/project funding, which include proposal writing and program reports.
5. Manage the recruitment & coordination of volunteers, overseeing to ensure that adequate and relevant training is available as deemed necessary, while ensuring that objectives are met, and committees are informed and engaged, and supported.

6. Oversee event venue bookings, adequate program material, sufficient/appropriate vendor and catering services, and all NTVS events from set up to take down.
7. Develop and oversee social media and printed marketing material for programs, services and events.
8. Manages the operations and logistics for donor recognition events, working closely with advancement team on objectives for lead donors, donor giving platform, entertainment, food and beverage, invitation process and event concept
9. Acts as the primary liaison between committees, NTVS and external vendors to ensure seamless execution of events
10. Research suppliers, negotiate quotes, manage contracts and oversee deliverables for all external vendors
11. Oversee and manage the Master Event Calendar to ensure proper scheduling and minimal conflicts among Foundation projects

Qualifications & Experience:

Post-Secondary degree in the area of First Nations Studies, Linguistics, Anthropology, Archeology, and or Business, a definite asset

SKILLS/ABILITIES:

- Strong written and verbal communication skills;
- Ability to prioritize, organize and manage a workload which often includes multiple competing demands;
- Proven project management and or event planning
- Dynamic, proven ability to engage others and work in a team environment;
- Facilitation skills that work with community and other stakeholder engagement;
- Highly organized and structured, with attention to detail;
- Proficient use of standard Microsoft applications required;
- Must possess a positive attitude and a strong work ethic;
- Knowledge of the Nisga'a culture, an asset;
- Ability to understand and speak or familiarity with Nisga'a language and culture, an asset;
- Valid BC Driver's license Class 5 with clean driving record, a definite asset.

COMPENSATION:

This position will work full-time at 37.5 hours at the hourly rate of \$25/hour to start with 3 month probationary period.

APPLICATION DEADLINE: Please send a **cover letter** and **resume** by 5:00 pm on Friday, March 27, 2020 to hr@tsamiks.com.

Note: Only those who meet the criteria and have been screened through for an interview will be contacted.