



“Working Towards Employment, Training and Education Goals”

SUMMER EVENT PLANNER

(Temporary Position)

This position is funded by Canada Summer Jobs – Service Canada and as such the successful Aboriginal applicant must qualify under the criteria for eligibility.

(Must be able to prove that they are/were a student in the last 4 months and returning in the fall)

Location: 11A Suffolk Street East, Guelph Ontario N1H 2H7

Hours: 35 hours per week *(Total of 280 Hours)*

Rate of Pay: \$11.25/hr

Closing date: June 17, 2016 – 5:00 PM

* May require hours outside of regular business hours (8:30 am – 4:30 pm)

The Summer Event Planner is responsible for planning events in the community that are culturally relevant and promote the services and programs offered at Anishnabeg Outreach Inc.

The successful candidate will:

- Work with the Guelph and K-W locations to prepare and recruit volunteers for events.
- Research and assist in completing applications for grants designed for Aboriginal culture events, etc. through various sources
- Establish partnerships that will enhance the mandate of Anishnabeg Outreach
- Draft posters & flyers, research printing costs
- Produce, distribute posters and flyers to the community
- Produce Newsletter articles
- Prepare press release and media correspondence for Manager’s approval
- Contact and secure Aboriginal Singers and Dancers, workshop presenters and/or guest speakers, request bio’s
- Contact vendors requesting their presence at the event
- Ensure adequate resources for participation
- Coordinate volunteers to set up and take down before and after event; as well as clean up
- Prepare a final report and thank you letters prior to or within one week after event and submit to the Manager
- Submit timely narrative and statistical reports to the Manager, as needed
- Make recommendations for future events; surveys, polls, questionnaires etc.
- Assist in all office functions and encourage volunteer participation
- Participate in staff meetings and information booths that may be scheduled outside regular business hours
- Ensure confidentiality of all matters relating to clients, community and the business of Anishnabeg Outreach
- Other duties as deemed necessary from time to time

The successful candidate must possess:

- Knowledge of Anishnabeg Outreach and surrounding Aboriginal and non-Aboriginal organizations in the Kitchener-Waterloo/Cambridge/Guelph/Wellington regions
- Excellent communication service skills; patient, personable, friendly and outgoing
- Knowledge of MS Word, Excel, Outlook, Publisher, email, and internet
- Must be self-motivated with the ability to plan and take the initiative, organize and meet deadlines
- Knowledge of Aboriginal programs and services as it relates to employment and training including the eligibility criteria and guidelines
- Has the ability to work well within the Native communities, its organizations and businesses
- An understanding of the needs, barriers, aspirations and goals of the advancement of Aboriginal people
- Excellent presentation skills and the ability to facilitate discussion using effective communication skills
- Experience in developing information packages, brochures, presentations, advertisements and posters for funders
- Ability to understand personal limitations and the capacity to share those limitations with others
- Will possess good moral character, demonstrate integrity, respect for others, good sense of humour, a solid work ethic and able to work cohesively with all team members.
- A vehicle and valid driver's license would be an asset

Please Note:

Anishnabeg Outreach plans and coordinates many Aboriginal/cultural events in community. The ideal candidate will possess Aboriginal ancestry and have a solid understanding of Aboriginal people.

Please e-mail your **resume, cover letter and three references** to the email listed below, no later than **June 17, 2016 @ 5:00 p.m** to the attention of the **Hiring Committee**. (Not following these directions, will make your application invalid)

E-Mail: apatisiwin@anishnabegoutreach.org

We thank all those that indicate an interest in working for Anishnabeg Outreach. Only those that are selected for an interview will be contacted.

***Phone calls to schedule interviews will take place on June 20, 2016
Interviews will be scheduled the week of June 21-27, 2016
Start date July 04, 2016***

This position is for 8 weeks