



## **“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:** 151 Frederick Street Suite 501, Kitchener, ON, N2H 2M2  
**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 (8:00 am – 4:00 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 Aboriginal 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: There are 6 positions being posted between 2 locations – please clearly identify which position/s you are applying for and the agency of your preference.**

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](mailto: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***