



## INDIAN RESIDENTIAL SCHOOL SURVIVORS SOCIETY

### Event Coordinator - Truth Sharing and Learning Project Part-time Temporary Position located in Vancouver, BC

#### Summary

The Event Coordinator will organize three 2-day youth oriented events across BC. The events will bring together Aboriginal and non-Aboriginal youth to: raise awareness on the history of Indian Residential Schools and broader colonial impacts; and foster dialogue and space for sharing common goals and ideas about reconciliation and healing.

#### Responsibilities

- Take part in visioning and brainstorming for the three 2-day events (one evening and one full day) approximately 150 people
- Aid Project Manager in supporting and guiding youth planning committees to assist with pre-event plans and taking leadership in the events
- Coordinate event logistics including advertising, venue details, registration, menus, speakers, entertainment and workshop facilitation
- Promotion of the events through email, fax, posters, flyers and social media
- Ensure event follow-up including: letters of recognition; thank-you letters; evaluations; and issuing a final report to funders
- Criminal records check is mandatory within 2 weeks of being hired
- Be advised that this position requires some travel

#### Qualifications

- An understanding of the generational impacts of colonization and Indian Residential Schools. Knowledge of indigenous traditions and cultural protocols is an asset
- Post-secondary education/training preferred
- Experience planning and facilitating events; working with youth; doing grassroots community work; and cross-cultural work
- Strong organizational skills: attention to detail; ability to multi-task; and meet quick deadlines.
- Excellent written and verbal communication skills. An ability to engage youth and work with our respected elders.
- Able to work with others in cooperation to meet project goals and problem solve along the way.

**Term:** Part-time Temporary Position in Vancouver, BC (March 2012 to September 2012)

**Wage:** \$25.00 per Hour

**Closing:** Friday, February 24, 2012 at 4:00 pm

#### **Please send resume, cover letter and references to:**

Grace Cameron, *Office Manager*  
911- 100 Park Royal South West Vancouver, BC V7T 1A2  
Fax: 604.925.0020 Email: [gracecameron@irsss.ca](mailto:gracecameron@irsss.ca)

**No phone calls please. Only those applicants short-listed will be contacted.  
Preference will be given to Aboriginal Applicants. Youth under 30 years are encouraged to apply.**