

Coordinator – First Voices Week 2019
Department: Dean of Students Office/First Peoples Studies/School of Community and Public
Affair/Indigenous Directions Leadership Group

Starting Date: mid-October

Salary: \$19/hr

Hours per week: 6.5

JOB DESCRIPTION:

Under the supervision of the Dean of Students, the incumbent coordinates the activities of student volunteers, as well as other Concordia staff and faculty involved in First Voices Week (FVW) 2019.

In partnership with representatives from the First Peoples Studies Members Association (FPSTMA), the incumbent is responsible for preparing a central budget for the event, securing financial support from partner organizations and groups, and generally overseeing activities.

Major Job Responsibilities:

- Organize and facilitate meetings with other student volunteers, as well as Concordia staff and faculty involved in First Voices Week.
- With the help of the organizing committee, recruit volunteers and coordinate communications with them, and other campus-based organizing partners (FPST, FPSTMA, CSU, IDLG, DOS, OCE, etc.).
- Develop and maintain a detailed schedule for the entire week (Feb 4– Feb. 8, 2019)
- Book spaces for First Voices Week events.
- Coordinate logistics for First Voices Week events, including materials and catering required for events, detailed staff and volunteer responsibilities, gifts and respectful protocol with Indigenous guests/presenters/Elders/community knowledge holders, etc.
- Coordinate advertising and promotion for First Voices Week, including contact with internal and external media, in collaboration with FPSTMA Communications.
- Coordinate grant applications, with a special focus on those with a short deadline that approaches quickly in the Fall
- Prepare and maintain a complete budget for all events, carefully tracking which funds/grants are covering which expenses, as well as maintaining folders with records of all expenses (receipts, invoices, transfer records)
- Ensure timely and respectful payment of guests lecturers, performers, partners, etc.

EDUCATION AND EXPERIENCE REQUIRED

- This position is open to students who are currently enrolled at Concordia University (Fall 2018, Winter 2019)
- Previous experience in event organizing and volunteer coordination (First Voices Week is a week-long event with a total budget of approximately \$40,000, and involving many student and community volunteers)
- Good spoken and written English; knowledge of French and Indigenous languages are assets.
- Intermediate knowledge of Microsoft office suite (Excel & Word)
- Excellent interpersonal, facilitation, organizational, communication, and team-building skills.

- Capacity to engage members of diverse communities and skilled in a variety of consultation techniques, protocols and strategies.
- Diligent attention to detail.
- Strong connections to Indigenous communities and membership to Indigenous nation(s) are assets.

ASSET

- Knowledge of the Concordia University environment, especially groups involved in First Voices Week
- Knowledge of Indigenous knowledge systems, languages, pedagogies and communities an asset.