



## MOTHER'S DAY TRADITIONAL POWWOW 2019

UNCEDED COAST SALISH TERRITORIES

### Call for Interest

### Mother's Day Traditional Powwow Event Coordinator

Temporary Part Time \$24.96 to \$29.33 per hour April through June 2019

#### ***Specific Duties & Responsibilities***

The Event Coordinator will work closely with the Mother's Day Pow Wow Committee and Britannia staff to plan and deliver the 2019 Mother's Day Traditional Pow Wow. The coordinator will be responsible for building and maintaining productive working relationships with the committee, staff, partners, and community. They will also be responsible for overseeing and ensuring all logistical preparations are in place for the success of the Pow Wow. Finally, a crucial part of the coordinator role will be to share information between the parties and to take direction from the committee and cultural consultants to ensure all appropriate protocols are respected and understood by event staff and participants.

Under the direction of the Powwow Committee and with support from Britannia staff, the Event Coordinator will:

- Develop an event schedule, map, a detailed day plan, and staff and volunteer role descriptions
- Support and coordinate volunteers.
- Report on all expenditures and oversee the budget.
- Secure appropriate permits, and event supplies including audio equipment, signage, giveaways and gifts.
- Support fundraising and partnership development.
- Ensure First Aid and Safety protocols are in place.
- Oversee artist and vendor registration
- Record all honoraria and payments and ensure they are fulfilled.
- Undertake event promotion
- Coordinate lead up activities and volunteer training
- Work on the days of the event (Friday May 10<sup>th</sup>, Saturday May 11<sup>th</sup> and Sunday May 12<sup>th</sup>)

#### ***Qualifications***

Candidates should have experience coordinating large public events. Knowledge of Indigenous culture and protocol is a strong asset. FoodSafe, First Aid, and/or a current BC Driver's License are assets. A Police Record Check is a requirement for this position. Indigenous candidates and women candidates are strongly encouraged to apply.

#### ***Knowledge, Skills and Abilities***

- Excellent oral and written communication skills
- Strong organizational, analytical, and problem solving skills
- Strong interpersonal skills in establishing successful working relationships with diverse stakeholders
- Sound knowledge of safety practices, policies, regulations and rules applicable to large events.
- Ability to maintain records and perform a variety of routine clerical tasks related to the work performed.

Please submit your resume to Jeremy Shier

By email: [jeremy.shier@vancouver.ca](mailto:jeremy.shier@vancouver.ca)

In person: Britannia Community Services Centre, 1661 Napier Street, Vancouver, B.C. V5L 4X4

Call: 604-718-5810

