



Tungasuvvingat Inuit
Career Opportunity
Internal/External
Events Coordinator
(Full-time, indeterminate)

It is the Mission of Tungasuvvingat Inuit (TI) to broadly provide Inuit-specific programs that contribute to the health and wellbeing of Inuit and to encourage and support similar programs for Inuit across the country.

With over 30 years of highly successful experience in crafting the design, development and delivery of a wide range of effective, client-centered services, TI continues to deliver quality programs and services that directly benefit our growing urban Inuit population.

Role Summary

The Events Coordinator works closely with all departments to ensure the events that Tungasuvvingat Inuit (TI) hosts are culturally relevant, well planned, well organized, executed with consistency, and conform to established corporate branding. The incumbent coordinates resources to ensure Inuit culture is at the forefront of all TI hosted events, from small partnership meetings and community programming to large scale community gatherings.

Responsibilities:

- Organize, manage and lead community and cultural events that will enhance the profile of TI and enrich the lives of Inuit in Ottawa
- Plan a wide variety of meetings, programming events, fairs, etc. in collaboration with various TI program staff
- Deliver cultural presentations both within TI and externally
- Actively promote activities using social media and other forms of communication
- Maintain an up-to-date calendar of events and promote it internally and externally
- Make optimal use of resources and effectively manage meeting and event budgets
- Consult with the community for feedback and ideas
- Direct volunteers to support the carrying out of events
- Coordinate sponsorship of events and assist with event fundraising efforts
- Help ensure the health, safety and security of all participants
- Follow TI's policies and procedures
- Attend training and learning opportunities as directed
- Other duties as may be assigned and related to the position

Education and Experience:

- Diploma in event management, recreation management or equivalent knowledge and experience
- Demonstrated experience organizing events and making presentations
- Experience working with Inuit communities
- Experience managing social media campaigns and creating promotional materials
- Experience managing budgets and reporting data

Knowledge, Skills and Abilities:

- Fluency in English, written and oral required; Inuktitut language skills are a definite asset
- Knowledge of Inuit culture, values, Inuit Qaujimajatuqangit and traditional practices
- Experience facilitating and tailoring presentations to large and small groups of all ages
- Ability to work under pressure of tight deadlines
- Demonstrated resourcefulness and creativity
- Proven organizational skills and time management skills
- Leadership skills and the ability to manage volunteers and large groups
- Solid relationship management and negotiation skills
- Adept in gathering participant data and preparing activity reports
- Proposal writing experience is a definite asset
- Well organized; motivated and able to work independently
- Proficient in the use of computers for social media, graphic design, word processing, e-mail and Internet
- Ability to obtain a Police Records Check – vulnerable sector screening
- A valid driver's license and own reliable vehicle are considered definite assets. Incumbents who do not possess a valid Ontario drivers' license must be willing to undergo the required training to obtain one in a reasonable timeframe

Working Conditions:

- Comfortable office environment
- Work on-site at event venues is required
- Work travel between TI's locations and other locales within Ottawa
- Occasional out of city travel may be required
- Occasional evening and weekend work is required

Deadline for applications is March 12, 2019

To apply, please submit your resume and cover letter to careers@tungasuvvingatinuit.ca

Preference in hiring will be given to qualified Inuit candidates and applicants are encouraged to self-identify. The applicant hired for this position will be required to obtain a vulnerable sector police records check with results acceptable to TI. We thank all interested candidates in advance, but unfortunately, we are only able to respond to those selected for an interview.

Accommodations for applicants with disabilities is available upon request.