



Kinooomaadziwin Education Body
Regional Event Coordinator – Region 2
Employment Opportunity
Job Type: Three (3) month contract

SUMMARY

The Kinooomaadziwin Education Body (KEB) is seeking a temporary support person to act as a Regional Event Coordinator in Regional Education Council 2 (REC 2) of the Anishinabek Education System. The Regional Event Coordinator will report to the Anishinabek Education Services Manager.

DUTIES AND RESPONSIBILITIES

Working with the representatives of REC 2, and the REC Coordinator, the Regional Event Coordinator will be responsible for the planning, implementation, and evaluation of a two-day youth gathering in May 2024.

The planning and coordination phase of the conference requires the following tasks and responsibilities:

- Develop an event plan for the coordination of the youth gathering;
- Coordinate and communicate with members of the region's event planning committee;
- Identify and secure the venue and guest speakers, including travel and logistics;
- Maintain the budget and assist with payments related to the youth gathering;
- Collaborate with the KEB Communications team to prepare promotional materials, registration, brochures, media releases, newsletters, and other material;
- Maintain records of planning meetings and event contracts;
- Develop photo and video documentation procedures and permissions;
- Assist in developing and presenting options for event giveaways;
- Gather, research, and prepare various materials to be included in the youth gathering kits;
- Assist with administrative duties such as filing, data collection, etc.; and
- Other duties as required.

The execution phase of the youth gathering requires the following tasks and responsibilities:

- Overall youth gathering coordination;
- Manage registration for the youth gathering;
- Ensure arrangements and care for special guests;
- Assist with facilitating sessions as needed;
- Ensure written, audio, and video recordings of the gathering; and
- Develop, distribute, and collect a youth gathering evaluation survey.

The post-event phase of the conference will require the following tasks and responsibilities:

- Send thank you communications to all presenters and participants;
- Assist with completing final payments and reconciling a final budget for the youth gathering;
- Collect and conduct a complete evaluation of data and information deriving from the youth gathering, including surveys, flip charts, meeting notes, and digital files;
- Analyze data and information to include in the final youth gathering report; and
- Develop a final conference report that summarizes the event and identifies key findings, recommendations, and next steps.

THE REQUIREMENTS

This position requires an individual with the following knowledge, skills, and personal characteristics.

ESSENTIAL QUALIFICATIONS

- Previous event planning in education settings
- Knowledge of Anishinabek culture, history, and practices
- An understanding of First Nation issues and First Nations education
- Excellent verbal and written communications skills
- Experience working in a team setting
- Excellent organizational skills
- Ability to coordinate multiple tasks in a busy work environment
- Computer literacy (Word, PowerPoint, Excel, etc.)
- Strong interpersonal skills
- Dependability and reliability
- Flexibility and adaptability to changing circumstances
- Creativity and innovation

HOURS OF WORK

The nature of this work is contract based and the successful candidate must be reasonably available during the business hours of the KEB (Monday-Friday from 8:30 am to 4:30 pm). The nature of this position is such that some irregular hours may be required, such as work on weekends or during the evenings.

LOCATION

This is a remote position intended to be located within Regional Education Council 2 (please see map [here](#)). The successful candidate will require a dedicated home office workspace, and reliable internet and telephone connection.

SALARY

To commensurate with experience and education.

CLOSING DATE

Applications for this position will be accepted until 4:30 p.m. on Friday, February 2, 2024, or until the position is filled.

APPLICATIONS

Please submit your resume, cover letter, and three references to:

Colleen Sheriff
Human Resources Officer
Kinoomaadziwin Education Body
Suite 100-132 Osprey Miikan
North Bay, ON P1B 8G5 kebhr@a-e-s.ca
807-889-1260

**Preference will be given to members of the Participating First Nations or those of First Nation ancestry. Only applicants selected for an interview will be contacted.*