



## Native Women's Association of Canada

### Job Description: Event Coordinator

**Reports to:** Executive Director  
**Salary Range:** \$50,000-60,000  
**Term:** Permanent  
**Closing Date:** Open until filled  
**Location:** Ottawa

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#### Summary

The NWAC Event Coordinator will coordinate events from conception through to completion. Events coordinators responsibilities including providing outstanding customer service and organizing memorable culturally appropriate events that meet quality expectation. This position requires full time flexible hours (able to work days, nights, weekends and holidays)

#### General duties

- Event planning, design and production while managing all project delivery elements within a time frame; events such as fundraising, high level meetings, workshops, training sessions, focus groups and other.
- Working with clients to identify their needs and ensure customer satisfaction;
- Conduct market research, gather information and negotiate contracts prior to closing any deals;
- Provide feedback and periodic reports to NWAC's Executive Director;
- Propose ideas to improve provided services and event quality;
- Ensure compliance with insurance, legal, health and safety obligations;
- Organizing facilities and manage all event's details such as décor, catering, entertainment, transportation and accommodation, location, invitee list, special guests, equipment, promotional materials etc.;
- Specify staff requirements and coordinate their activities;
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day;
- Serve as a liaison with vendors on event-related matters;
- Prepare nametags, materials, notebooks, packages, gift bags, registration lists, seating cards etc.;
- Conduct pre and post event evaluations and report on outcomes;
- Other duties as assigned.

#### Studies

- Bachelor's degree or college degree in related field from an accredited post-secondary institution

## **Key Skills**

- Experience in event planning, project management, creating and tracking budget;.
- Commitment to deliver consistent, high quality customer service;
- Ability to assume responsibility, and perform duties requiring independent, judgment, initiative and discretion;
- Analytical skills and problem solving ability. Including the ability to evaluation, assess and problem-solve using logical, fact-based reasoning;
- Excellent communication and interpersonal skills both in person and by phone, with high professionalism;
- Must be able to handle pressure and work calmly and efficiently during busy times;
- Excellent supervisory skills;
- Excellent time management skills;
- Ability to manage multiple projects independently;
- Ability to establish and maintain positive working relationships with the public, staff, external agencies, and to work as a member of a high performing team.

## **Work/Volunteer Experience**

- Impressive portfolio of previously managed events (weddings, meetings, parties, corporate events)
- Bachelor's degree preferred; significant work experience can substitute for the degree;
- Relevant experience working or volunteering with Indigenous peoples, groups, or organizations is an asset;
- Relevant experience working or volunteering with Not-for-Profit organizations or corporations is an asset.

## **Knowledge Requirements**

- Demonstrated knowledge of current technology, trends and issues related to event planning;

Please submit resume and covering letter to:

Melissa Papineau  
Director of Human Resources  
1 Nicholas Street, 9th Floor  
Ottawa, ON K1N 7B7  
employment@nwac.ca  
(Email submissions preferred).

Preference will be given to Indigenous candidates.  
Only those selected for an interview will be contacted.  
Interviews will be held in Ottawa or by teleconference.