



Contract Opportunity

Coordinator, 2010 Indigenous Youth Gathering

Reporting To: Tewanee Joseph, CEO, Four Host First Nations
Contract: November 23, 2009 – March 15, 2010
Position Title: Coordinator, 2010 Indigenous Youth Gathering
Location: Vancouver, British Columbia
Submission Deadline: Must be received by Thursday, November 12, 2009, 4:00PM (PST)

Address:

Four Host First Nations Secretariat
610 – 100 Park Royal
West Vancouver, BC
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Overview

The Four Host First Nations (FHFN) and the Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games (VANOC) are preparing for a Vancouver 2010 Indigenous Youth Gathering (2010 IYG) involving the hosting of approximately 350 Aboriginal youth (First Nations, Métis, Inuit) from across Canada in the Vancouver and Sea to Sky region from January 30 to February 14, 2010.

The 2010 IYG is an integral part of the FHFN and VANOC's Aboriginal sport and youth strategy and will meet the following objectives:

- a) Provide the opportunity for a once-in-a-lifetime 2010 Games experience for approximately 350 First Nations, Inuit and Métis youth from across Canada that will impact their lives positively.
- b) Bring together First Nations, Inuit and Métis youth as a celebration and showcase of the diversity of Aboriginal peoples in Canada and the 2010 Winter Games, and to create an environment of learning and cultural sharing between youth from across Canada through the Olympic Movement.



2010 IYG programming will focus on the Olympic Truce, peace, sport, healthy living, leadership and culture; include opportunity to meet guest Olympians/Paralympians and other role models, leaders. The Gathering will also include opportunities to experience 2010 Winter Games events.

The FHFNS is actively recruiting for a Coordinator to assist the Planning Committee with the coordination of 2010 Indigenous Youth Gathering program events. This role requires an individual who has demonstrated skills and experience in event coordination, particularly events involving youth and the Aboriginal community.

Responsibilities

Reporting to Tewanee Joseph, CEO for the Four Host First Nations, and working closely with the 2010 Indigenous Youth Gathering Planning Committee, the Coordinator, 2010 Indigenous Youth Gathering will:

1. Work as a member of the 2010 IYG Planning Committee and attend all 2010 IYG Planning meetings and contribute to the committee's overall achievement of its project goals and objectives;
2. Work closely with the FHFN Project lead and VANOC's Project Manager, Aboriginal Youth & Sport, to coordinate various levels and aspects of the programming for the 2010 Indigenous Youth Gathering (e.g. venue bookings, speaker or performance bookings, catering);
3. Assist with the recruitment of event volunteers;
4. Liaise and work with various partners (e.g. sponsors) to facilitate and coordinate their participation in the 2010 Indigenous Youth Gathering program;
5. Assist with the development of participant materials (e.g. participant handbook); .
6. Adhere to the program budget;
7. Coordinate and develop all post-event activity and financial reports required, working closely with the Financial Officer;
8. Other duties may be assigned as required.

Application requirements

Candidates must clearly demonstrate IN THEIR COVER LETTER how they meet the qualifications outlined in the section below. Also, a resume with three references including contact information must be submitted.

Qualifications

The candidates will be evaluated on the following:



- Minimum 3 years event coordination or management experience, particularly involving youth groups and/or Aboriginal groups;
- Knowledge and experience working with Aboriginal communities, Aboriginal youth;
- Advanced experience with Microsoft Office required;
- Willingness and ability to work variable hours, including evenings and weekends;
- Ability to work in a fast-paced, multi-level, project based environment with emphasis on timelines and delivery;
- Ability to work as part of a team;
- In keeping with the objectives and philosophy of the FHFNS, preference will be given to a qualified individual of Aboriginal ancestry.

Start date: November 23, 2009

End date: March 15, 2010

Remuneration: This is a contract position. Salary to be negotiated based upon experience. No relocation or additional expenses will be provided. Contractor must provide their own laptop.

Travel: Travel within the Vancouver and Sea to Sky region will be required.