**Events & Facility Rental Coordinator**

**Indigenous Student Support and Community, School of Indigenous Education**

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

**DUTIES**

Reporting to the Manager, Indigenous Student Supports and Partnerships, School of Indigenous Education, the incumbent is responsible for supervising and overseeing the overall coordination of all events and functions taking place within the School of Indigenous Education. This includes working with potential internal departments and external organizations, clients and suppliers from the initial inquiry stages, meetings and communications to establish event plans, budgets and continued coordination up to the event or function and through to post event follow-up and invoicing as appropriate.

**REQUIRED QUALIFICATIONS**

- Diploma in Indigenous Studies or Social Sciences or Business An equivalent combination of education and experience may be considered
- Several years experience in coordination of Indigenous special events such as Powwows, ceremonies, cultural workshops and gatherings
- Experience with event booking and/or scheduling software and/or Eventbrite
- Budgeting experience including forecasting, preparation and monitoring
- Effective time management skills with the ability to prioritize and multi-task
- Excellent verbal and written communication skills.
- Excellent interpersonal communication skills
- Demonstrated leadership experience
- Experience with and practice of Indigenous culture, history, knowledge systems, and Indigenous community relationship building practices and protocols
- Proficient in the use of Microsoft Office applications
- An established network of contacts and working relationships with a wide range of Indigenous communities and Indigenous organizations
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

**ASSETS**

- Ability to speak an Indigenous language
- Preference will be given to qualified Indigenous applicants

**CONDITIONS OF EMPLOYMENT**

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Valid driver’s license

**COMPETITION NUMBER**

2022-191

**CLOSING DATE**

October 28, 2022

**SALARY**

$52,465 - $71,851 per annum

**POSITION LOCATION**

Notre Dame Campus
(Winnipeg, MB)

**POSITION TYPE**

Full-Time Position Available

**APPLY ONLINE AT**

rrc.ca/careers

RRC Polytech is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact humanresources@rrc.ca.

RRC Polytech campuses are located on original lands of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.