

Class:	Staff
Original Date:	January 2025
Revision Date:	
Pay Group:	20

EVENTS SPECIALIST, INDIGENOUS EDUCATION AND AFFAIRS

NATURE AND SCOPE OF WORK

The Events Specialist, Indigenous Education and Affairs (IEA) ensures the appropriate integration of cultural protocols in the planning, production, and execution of Indigenous events or events featuring Indigenous content at Capilano University. This role also provides administrative support for Indigenous Student Services.

Reporting to the Manager, Indigenous Education and Affairs, the Events Specialist provides guidance, advice, and logistical support to the campus community to foster meaningful engagement with Indigenous Peoples, particularly the 5 Territorial Rightsholder Nations. They collaborate with a diverse range of internal and external stakeholders, including Indigenous organizations and representatives, to create impactful events that strengthen relationships with Indigenous communities.

The Events Specialist, IEA, is responsible for independently overseeing multiple projects simultaneously, exercising sound judgment, and ensuring the successful implementation of events and initiatives on behalf of the Office of Indigenous Education and Affairs.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Creates and implements the structures required to ensure successful delivery, coordination, budget management, execution, and evaluation of IEA's events. This includes following Indigenous protocols; processes, procedures, and best practices with communicable disease plans; and providing supports to the Indigenous areas of CapU's photography and recording policy.
- Works closely with the IEA Team and, during events such as Graduation and Orientation Week, collaborates with the University Relations Team—which includes Philanthropy, Alumni Relations, and other university working groups—to determine event requirements, map out deliverables, and create schedules, all under the direction of the Manager, Indigenous Education and Affairs, or the project lead. Liaises and works collaboratively with a wide range of departments, service areas and

vendors (e.g. procurement, facilities, food services, communications, IT and marketing, etc.) to ensure all components of the event program (e.g. venue, food services, entertainment, media relations, speech writing, audio visual presentations, etc.) are effectively implemented.

- Works with key partners across the campus community to help conceptualize events and makes recommendations on creative and logistical aspects of the event.
- Supports the Sponsorship Officer in the procurement of sponsorship and ensures that all sponsor contracts are fulfilled.
- Responsible for developing and adhering to event budgets while sourcing, securing, and organizing suppliers and vendors, reconciling all costs, and ensuring that payments have been received. Responsible for ensuring that fees/payments required day-of have been prepared in advance.
- Responsible for ensuring that Elders' parking passes have been purchased for year.
- Responsible for ordering term soup for the centre, among other catering needs.
- Ensures projects are executed efficiently and accurately by tracking progress of tasks and responsibilities of the people involved within the events, follows up when required and escalates issues and challenges, as necessary.
- Creates event reports for each event inclusive of time allocated to planning and executing events, event debriefs, event KPI/metrics and testimonials.
- Organizes and executes IEA's social media and communication strategy under the guidance of the Manager, Indigenous Education and Affairs. Supports IEAs partnership with the Marketing and Digital Experience team.
- Tracks data analytics and generates reports associated with the IEAs social media events and activities.
- Supports Student Ambassador roles in the centre, ensuring accuracy of timesheets and timeliness of payments are tracked. Supports all volunteer engagement in the centre.
- Recognizes and congratulates committed and engaged event volunteers and works to engage and retain new ones.
- Works with the Community Engagement Facilitator to support ceremonies involving Nation Support, particularly Canoe Awakening Ceremonies, Cleansings, Openings, and Blessings. Also supports other IEA team members in events such as Inspiration Nation, etc.
- Maintains templates and resources on the IEA Cloud storage, including list of Indigenous Elders, Speakers, Knowledge Keepers, Performers, vendors, among others.
- Responsible for IEA Ceremonies inventory to ensure it is managed and organized. Structures annual purchasing plan for ceremonial requirements.
- Researches and stays current on best practices and leverages emerging technologies to drive efficacy and efficiency for events.

- Supports the calendar and scheduling of the Manager, IEA.
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Ability to plan and organize social programs with mixed involvement of Indigenous community members and non-Indigenous participants, while ensuring proper protocols are met.
- Extensive knowledge of a wide range of events and event management with the ability to creatively plan, organize and facilitate a range of special events as required. This includes high profile and professional events.
- Ability to work on multiple overlapping events/projects, apply organization skills to meet deadlines in an environment of conflicting priorities, where last minute cancellations and rescheduling may occur due to in-community events, and work with minimal supervision.
- Excellent interpersonal and communications skills. Ability to interact and communicate in a professional manner with diverse clientele. Well-versed in respectful communications with Indigenous partners.
- Ability to coordinate, host and lead project meetings with various departments and event partners.
- Proven ability to address complex issues in a clear, thoughtful manner and to come to a concise resolution without jeopardizing the event or relationship with the parties involved.
- Ability to set priorities that accurately reflect the relative importance of job responsibilities and take into consideration deadlines, competing requirements and complexity.
- Ability to plan, organize and evaluate events; write event reports and recommend changes, cancellation, or continued attention to the annual schedule.
- Ability to adhere to a strict code of confidentiality and discretion of privileged information while performing a wide range of duties that require tact, sensitivity, independent judgment, diplomacy, and flexibility.
- Ability to work independently while maintaining communicative partnership with project leads and management.
- Commitment to continuous professional development and knowledge of best practices in event management.

REQUIRED QUALIFICATIONS, TRAINING AND EXPERIENCE

- Completion of two years (approximately 60 credits) of post-secondary education in a related field supplemented by courses or training in event planning or project management.
- Three years of directly related work experience in event management/project management. Experience with planning and executing Indigenous events required.
- Lived Indigenous experience is required in this position.