

Junior Meeting Architect

2 Trainee Positions available

Application – Toronto Based Events Trainee

Sponsored by:



**Service
Canada**



Miziwe Biik

Employment and Training



INDIGENOUS PEOPLES' PROGRAM

*The Spiritual Evolution of Humanity
& Healing Our Mother Earth*

Job Brief

We are looking for an enthusiastic indigenous (First Nation, Metis, Inuit heritage) individual to work within an event management firm and the Lodge of Nations ceremonial leads. You will work alongside the President of an aboriginal event management firm with particular focus on a global indigenous cultural and spiritual conference. You will provide outstanding customer service and be a part of the behind the scenes development of an international event.

Responsibilities

- Assist with the planning, design and production of events as directed
- Assist with conducting market research, identify opportunities and generate interest
- Assist with collaborating with multi stake holders
- Coordination of multi tasks, as required
- Strong self-starter

- Source and attract candidate by using databases, social media etc
- Follow communication “scripts”
- Utilize social media to promote and energize public
- Report and escalate to management as needed
- Create and maintain comprehensive project documentation plans and reports

Requirements

- Excellent time management and communication skills
- Strong phone and verbal communication skills along with active listening
- Excellent written skills
- Excellent Customer Service skills
- Must have own computer and ability to work from your home location
- Discretion and confidentiality
- Solid organizational skills including attention to detail
- Ability to manage multiple tasks, set priorities and manage time independently
- MS Office proficiency
- Ability to navigate around the City of Toronto as required and attend meetings as required
- Willing to submit references
- Ability to take direction and prioritize tasks
- University/College education in the area of event managements, sales or human resources considered an asset
- Indigenous, lived experience in Indigenous community, languages spoken, traditional knowledge, ceremonial knowledge

Location: Toronto

Salary: Miziwe Biik is sponsoring this opportunity so applicants ‘must be able to register with Miziwe Biik Aboriginal Employment and Training and identify as First Nations. Compensation @ 16.50/hr

Reporting to: Indigenous Planning Coordinator
Tap Resources
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Project Start Date: (35 hours/week x 9 weeks contract starting in August, 2018)