



## **JOB POSTING**

**Start Date:** April 13, 2020  
**Position:** Administrative & Events Assistant  
**Location:** Toronto, Ontario  
**Job Status:** Full-time, contract  
**Hours of Work:** 35  
**Salary:** Competitive

### **SUMMARY**

As part of the Gord Downie & Chanie Wenjack Fund (DWF) team, the Administrative & Events Assistant provides administrative support to the leadership team within operations, events, and the office of the President & CEO, and is responsible for performing various functions. The Administrative & Events Assistant will provide administrative operational support, assist with the coordination and execution of events, and provide ongoing support to the leadership team as required in accordance with DWF's governing policies.

Reporting to the Manager, Executive Operations & Events, the successful candidate will be responsible for helping in an administrative and operational capacity across all aspects of DWF.

As DWF continues to rapidly grow and expand a willingness to be nimble, flexible, and accommodate ongoing change is necessary.

### **DUTIES AND RESPONSIBILITIES:**

- Assist in coordinating third-party fundraisers, including completion of agreements, brand oversight, shipment of assets, and gathering post-event metrics
- Assist in volunteer management, including stewardship and scheduling
- Assist with event coordination on DWF initiatives, including but not limited to asset management, travel coordination, budgeting and supplier management
- Research, analyze, develop, prepare, and update briefing notes, letters, documents and promotional material(s) for a variety of meetings and events
- Provide secretarial and administrative support including project support, coordinate travel, meetings and create reports, presentations and materials as requested



- Assist in the preparation of internal and external reports for all stakeholders, including but not limited to staff members, board of directors, and funders
- Ensure timely distribution of event material for DWF meetings and events
- Take responsibility to increase sensitivity, awareness, and implementation of cultural teachings and organizational practices in a professional manner
- Support and work towards the overall vision and mission of the DWF
- Ability to work as a team member and within the organization framework including staff meetings, professional development opportunities, team building, and self-care
- Carry out other duties which may be necessary from time to time, as required

#### **QUALIFICATIONS:**

- Must be registered with Miziwe Biik Aboriginal Employment and Training (Note: registration can be completed during the application/interview process)
- Post-secondary diploma/degree in business, event planning or other relevant field of study (or equivalency)
- Minimum one (1) year current work-related experience
- Demonstrated professionalism and an understanding of the importance of confidentiality
- Strong time management skills with an ability to plan, define measurable objectives, outcomes and meet timelines
- Ability to perform well under pressure and to assess and prioritize multiple priorities
- Proven analytical and problem-solving skills
- Working knowledge of MS Office, Dropbox, internet, and general office equipment
- Experience working with Indigenous Peoples and Communities is preferred
- Knowledge of Indigenous cultures, traditions, and family dynamics is preferred
- Current Police Record Check is required and Vulnerable Sector

#### **SUBMISSION PROCESS**

Please submit cover letter and resume to Crystal Reinhard, Manager, Executive Operations & Events email at [crystal@downiewenjack.ca](mailto:crystal@downiewenjack.ca). Please clearly label envelope or email subject; Administrative & Events Assistant Application - Confidential

Only those applicants who meet the qualifications will be contacted for an interview. A Police Record Check and Vulnerable Sector (if applicable) will be required at the time of offer of employment.

To learn more about DWF, visit [downiewenjack.ca](http://downiewenjack.ca).

