

First Nations Education Steering Committee

Suite #113-100 Park Royal South, West Vancouver, BC V7T 1A2
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FNESC Careers www.fnesc.ca/employment jobs@fnesc.ca



Coordinator, Events and Travel

Join us to make a lasting impact! An excellent work-life balance is waiting for you!

The First Nations Education Steering Committee (FNESC) is currently looking for a dedicated, energetic and organized Coordinator, Events and Travel to join our hard-working Support Services team who work collaboratively and diligently to improve education for all First Nations students in BC. The Coordinator, Events and Travel will primarily coordinate and administer a wide range of meetings, workshops and events of various sizes and in various locations throughout BC, both virtual and in person. The Coordinator, Events and Travel is required to work independently to coordinate meetings and workshops, while building strong, cooperative relationships with other FNESC staff, participants, board members, vendors and speakers.

Since 1992, FNESC, led by a strong and diverse board of over 125 First Nations community representatives, has worked in partnership with the First Nations School Association (FNSA), and the Indigenous Adult Higher Learning Association (IAHLA). Communications, research, partnership-building, resource development and advocacy are all part of the work we do to advance issues in First Nations education.

What We Offer:

- The salary for this position is \$61,058.00 per year;
- Three (3) weeks of vacation as well as two (2) weeks of vacation at Christmas time (with the latter being subject to annual board approval);
- Well above-average benefits plan that is 100% paid for by FNESC, that includes: extended health care, dental care, and vision care;
- Well above-average employer matched pension plan;
- The potential for partial work-from-home;
- Career advancement opportunities in a fast-growing organization (approximately 30% of current FNESC employees have been promoted into their current role);
- Generous annual professional development subsidy;
- Generous wellness subsidy;
- 35-hour working week;
- Regular employee appreciation events such as our annual Summer Barbeque and Christmas Party.
- Respectful work environment with a stellar work-life balance.

Duties and Responsibilities:

1. Event Coordination

- Serving as the primary liaison between FNESC/FNSA/IAHLA and meeting/workshop participants, vendors, travel agent and venues;
- Working in partnership with other FNESC staff and managers to identify event needs;
- Coordination of annual events between departments and developing and maintaining an annual events calendar;
- Coordinating FNESC, FNSA, IAHLA, and Language conferences;
- Coordinating and chairing conference team meetings, including post-mortem meetings;
- Coordinating Regional Sessions (FNESC, Post-Secondary, Languages, and other);
- Arranging venues and catering for meetings, workshops and events;

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- Scheduling and liaising with speakers, vendors and participants;
- Preparing, monitoring, and forecasting event budgets, including providing periodic reporting to relevant staff;
- Coordinating event registration (online or otherwise), sending out invitations and managing RSVP lists;

2. Travel Coordination

- Reviewing travel expense claims from event participants;
- Making travel arrangements for staff and liaising with travel agency with regards to participant lists and eligibility;
- Acting as the FNESC subject-matter expert related to staff travel including travel agencies, Concur, rental car partners, and hotel partners as well as providing related trainings as directed or necessary;

What We're Looking For:

- Experience coordinating or assisting with the coordination of events for up to 500 participants;
- Excellent oral and written communication skills;
- At least two (2) years administrative assistant experience;
- Excellent organization, information management and time management skills;
- Strong sense of responsibility and initiative;
- Ability to work equally well independently and as part of a team
- Personable and professional attitude;
- Willing to chip in and help others when required;
- Able to work in a very busy, fast-paced environment with short or sudden timelines.

We offer full-time meaningful work in a professional, friendly, and diverse office environment which is easily accessible by transit and right next door to Park Royal Mall. We enjoy having occasional lunches together as a team – pizza is one of our favorites.

This is a full-time, permanent position with most of the work being done between 8:30 a.m. and 4:30 p.m. However, the nature of this position is such that occasional work outside of those hours, including weekend work, may be required.

FNESC requires that all FNESC staff be fully vaccinated for COVID-19 for two reasons: First, because FNESC takes its responsibility to create and maintain a healthy workplace very seriously. And, second, because many of our staff attend First Nations communities in-person. Some First Nations have unique requirements and vulnerabilities related to communicable diseases like COVID-19, and FNESC always respects the needs of First Nations.

We thank everyone who applies for their interest in FNESC. Unfortunately, due to the volume of applications, we are only able to respond to those applicants who are selected for an interview. We cannot respond to telephone or email inquiries.

Please send your resume and cover letter to jobs@fnesc.ca