



## **ALBERTA NATIVE FRIENDSHIP CENTRES ASSOCIATION EMPLOYMENT OPPORTUNITY**

**POSITION:                   EVENT PLANNER**  
**TERMS:                     SHORT-TERM CONTRACT**

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**SUPERVISOR(S): EXECUTIVE DIRECTOR & ASSISTANT EXECUTIVE DIRECTOR**

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### **JOB SUMMARY:**

The Alberta Native Friendship Centres Association is searching for an individual to assist with the preliminary planning of a number of events to be hosted throughout 2008. These events include:

1. A charity run aimed at raising funds and awareness to support recreational activities for Aboriginal youth from throughout the Province.
  2. A training workshop for Friendship Centre Executive Directors that will provide training on a range of issues.
  3. A Provincial Board of Directors Board Development Training and Strategic Planning meeting that will include participants from throughout the Province.
  4. The ANFCA's Annual Youth and Elders' Gathering.
  5. A Conference for Alberta-based Youth Workers
  6. Other small operational and recreational events.
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The Alberta Native Friendship Centres Association represents an amalgamation of strong, autonomous, Alberta-based Friendship Centres and supports these member Friendship Centres in fulfilling their individual missions and visions with a common goal of improving the quality of life of all urban Aboriginal people residing in Alberta.

The Alberta Native Friendship Centres Association values its member Friendship Centres and staff and believes that success and satisfaction are based upon quality services. Each employee shares in the overall responsibility for quality of service, and contributes a caring attitude and commitment to excellence through positive and effective communication.

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### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Proven ability to plan and organize events effectively, with acute attention to detail
- Program planning and leadership skills.
- Ability to foster effective and positive working relationships within a team environment.
- Ability to develop creative sponsorship ideas for events.
- Exceptional interpersonal skills and the ability to interact effectively with community leaders, funding agencies, external stakeholders, and member Friendship Centres.
- Strong time management and multitasking ability.
- Ability to recruit volunteers, assign tasks, and manage.
- Professional appearance and demeanour.

## **DUTIES & RESPONSIBILITIES:**

The Event Planner will take direction from the ANFCA management team consisting of the Executive Director and the Assistant Director and will be responsible for the following:

1. Develop and refine event concepts in coordination with the management team and key project staff.
2. Create action plans and timelines for event coordination.
3. Develop sponsorship plans.
4. Develop criteria and process for measuring event success.
5. Maintain records of proposals and associated material.
6. Undertakes other duties as assigned.

## **MINIMUM JOB REQUIREMENTS:**

Bachelor's degree or diploma in Event Planning, or related area; at least three years of experience that is directly related to the duties and responsibilities specified.

## **REMUNERATION:**

This is a short-term contract position. Remuneration will be negotiated at competitive sector rates.

## **SUBMITTING A RESUME:**

Interested candidates should submit a resume and cover letter to the following address. Submissions without cover letters will not be considered.

Alvaro Loyola  
Assistant Director  
Alberta Native Friendship Centres Association  
10336 121 Street  
Edmonton, AB, T5N1K8  
Email: [programs@anfca.com](mailto:programs@anfca.com)  
Website: [www.anfca.com](http://www.anfca.com)

**CLOSING DATE: Until a suitable candidate is found**