



POSITION: Events Manager

Job term: Full-time (1 year contract, possibility of renewal)
Hours: 35 hours per week
Start date: June 2019
Locations: Saskatoon, Toronto, or Montréal
Closing date: April 30th (6pm EST)
Compensation: \$62,000 - \$67,000 + benefits
Requirements: 5+ years organizing multi-day events with more than 200 attendees

Who we are

Repairing relationships between Indigenous peoples and non-Indigenous peoples is one of the most important issues facing Canada today. Colonization has produced a systemic inequality that has left Indigenous peoples much worse off than the rest of Canada in almost every indicator, and continues to deeply impact Indigenous communities today. This is unacceptable in a country like Canada. The Truth and Reconciliation Commission has set out a clear path for Canada to begin to repair the wrongs that have marked Canada's relationship with Indigenous peoples.

At Canadian Roots Exchange, we believe that young people are the key to ensuring the relationship between Indigenous and non-Indigenous peoples improves through dialogue, understanding, and relationship building. Our charitable organization has been convening meetings of both Indigenous and non-Indigenous youth (ages 13-29) across Canada for over a decade through exchange programs, youth leadership development, educational workshops in schools, national gatherings, and the launch of an National Indigenous Youth Network.

What we're looking for

Our ideal candidate brings experience organizing festivals, conferences, and cultural and educational events. They are a producer who is able to navigate the operational details of convening large events, identify and resolve issues as they arise -- all while guiding the larger vision of the programming. They have also worked or volunteered with Indigenous communities.

Your impact

As we expand our national presence, we are looking for an **Events Manager** to lead the organization of our two major events: the Annual National Gathering and Annual Celebration. Every year, CRE hosts a National Gathering that draws 300+ youth from across Canada, and the next will be held in Montréal in February 2020. This coming September we will be hosting

Toronto Office
Canadian Roots Exchange
489 College Street
Suite 203
Toronto, ON M6G 1A5

Saskatoon Office
Canadian Roots Exchange
University of Saskatchewan
Lower Place Riel, Room 80
Saskatoon, SK S7N 5A3

Montréal Office
Canadian Roots Exchange
6750 avenue de l'Esplanade
bureau 102
Montréal, QC H2V 4M1



our 2nd Annual Celebration for our major and potential donors to recognize the work that CRE accomplished in 2018-2019. In this role, the successful candidate will:

- Envision events based on input from internal stakeholders and ensure that necessary objectives, deliverables, and/or outcomes are met
- Coordinate program planning committees and incorporate feedback
- Lead various staff and volunteers in the planning and convening of major events
- Ensure that major events are delivered on budget
- Manage event preparation and delivery - from sourcing venues, finalizing contracts, conducting briefings with all vendors and staff prior to the event to managing the on-site team, registration, staff/volunteers, logistics, and overall technical production of the event
- Develop and maintain relationships with national and local vendors
- Recommend and implement the latest technologies and digital tools used in the event world
- Advise programming staff and volunteers on the design and convening of other events
- Undertake other tasks as assigned

This role requires the successful candidate to spend 10-20% of their time travelling within Canada depending on their office location, with periodic evening and weekend work.

Who you are

- **You see the bigger picture.** You have a deep appreciation and respect for the history, culture, and autonomy of Indigenous peoples. You have experience working with First Nations, Inuit and Métis communities/organizations and believe in using your skills and talents to advance reconciliation.
- **You have a vision.** Drawing from your experience working with youth and Indigenous Peoples, you bring passion and excitement, as well as ideas and plans for reconciliation-based youth programming.
- **You are detail-oriented.** Although you see the big picture, details do not escape you. You are able to balance multiple projects: monitoring the moving pieces, overseeing teams in locations across Canada, planning logistics, and managing budgets above \$200,000.
- **You are a relationship builder and collaborator.** You are focused on people and communities, value personal and professional relationships, and love any opportunities to work with others.
- **You are a mentor and coach.** You understand the value of personal growth and actively support those around you. You want to see CRE's staff and volunteers succeed and give them the opportunities to do so.

Toronto Office

Canadian Roots Exchange
489 College Street
Suite 203
Toronto, ON M6G 1A5

Saskatoon Office

Canadian Roots Exchange
University of Saskatchewan
Lower Place Riel, Room 80
Saskatoon, SK S7N 5A3

Montréal Office

Canadian Roots Exchange
6750 avenue de l'Esplanade
bureau 102
Montréal, QC H2V 4M1



- **You are a communicator and listener.** You can clearly convey your thoughts and expectations in writing and verbally, and you can accurately interpret what people tell you. Bilingualism in English and French is an asset, as is knowledge of any languages Indigenous to Turtle Island.
- **You are flexible.** Issues arise. Plans change. You can quickly adapt as required and make contingency plans. When needed, you are happy to work hours outside the typical 9-5 and to travel for work within Canada (all expenses paid).
- **You are calm and supportive.** It's rare to see you flustered. You excel in the face of ambiguity. People feel at ease coming to you with issues and concerns. You are always happy to help.
- **You are a self-starter and leader.** If you see a problem, you are the sort of person who fixes it. You are accomplished at delegating tasks and bringing people together to complete projects.
- **You like to get your hands dirty.** More than just multitasking, you enjoy doing a bit of everything, be it budgeting, speaking engagements, supporting youth, or office cleaning.

Compensation

- Salary: \$62,000 - \$67,000 based on experience and education
- Vacation: 3 weeks and statutory holidays
- Health Benefits: will begin following a 3-month probationary period
- Phone Allowance: \$40 a month
- Other: RRSP contribution that is 5% of salary

Application Method

As a part of your application, please provide a cover letter that introduces yourself and shares your passion for working with youth (especially youth in Indigenous, racialized, and newcomer communities). In your cover letter, please indicate your preference for which CRE office you would like to work from. Candidates must be available for an hour and a half interview. Also if you have any questions, you can contact Tristan Smyth, Operations and Finance Manager, at tristan@canadianroots.ca.

You can submit a completed application (cover letter and résumé) to jobs@canadianroots.ca as a single PDF with the following file naming convention:

Events_LastName.FirstName.pdf

Ex: Events_Smyth.Tristan.pdf

Toronto Office

Canadian Roots Exchange
489 College Street
Suite 203
Toronto, ON M6G 1A5

Saskatoon Office

Canadian Roots Exchange
University of Saskatchewan
Lower Place Riel, Room 80
Saskatoon, SK S7N 5A3

Montréal Office

Canadian Roots Exchange
6750 avenue de l'Esplanade
bureau 102
Montréal, QC H2V 4M1



Canadian Roots Exchange is committed to equitable representation and access. Candidates from Indigenous, racialized, 2SLGBTQ+, and other marginalized communities are encouraged to self-identify in the cover letter.

As a condition for hiring, successful candidates are required to submit a vulnerable sector check. Successful candidates must also have a valid driver's license.

Toronto Office
Canadian Roots Exchange
489 College Street
Suite 203
Toronto, ON M6G 1A5

Saskatoon Office
Canadian Roots Exchange
University of Saskatchewan
Lower Place Riel, Room 80
Saskatoon, SK S7N 5A3

Montréal Office
Canadian Roots Exchange
6750 avenue de l'Esplanade
bureau 102
Montréal, QC H2V 4M1