First Voices Week 2020 - Student Coordinator Job Posting

Deadline to apply: Monday, October 21, 2019

Number of positions available: 3
Start date: Monday, November 4, 2019
Total number of hours to be divided in collaboration with student coordinators: 370
Projected average hours/week: 5.5
Hourly rate: $19/hr
Reporting to: Senior Director of the Office of Indigenous Directions

About First Voices Week:

First Voices Week is an Indigenous-led event series that celebrates Indigenous peoples and communities at Concordia and within the larger community. Throughout a week-long series of events, we welcome Indigenous Elders, speakers, and artists to engage with the Concordia community. We make an effort to demonstrate the diversity of Indigenous cultures and include people from First Nations, Inuit, and Métis communities.

These events help to create a space on campus and within academia for Indigenous peoples and communities. First Voices Week is an outlet for Indigenous students, staff, faculty, and community members to say “we’re here,” and to have a place and sense of belonging at Concordia. It is also a unique educational opportunity for Concordia students to engage with Indigenous peoples and recognize that Indigenous languages, knowledge systems, and cultures are thriving, adding a layer to their academic journey that they would be unlikely to have otherwise. Recognizing that Indigenous peoples are present and being willing to engage with local Indigenous communities in a meaningful and respectful way helps to foster stronger bonds within the Concordia community and beyond.

Job Description:

Under the supervision of the Senior Director of the Office of Indigenous Directions and in partnership with the First Peoples Studies Members Association (FPSTMA), the incumbents will organize First Voices Week events, coordinate the activities of student volunteers, and liaise with Concordia staff and faculty who are helping to support First Voices Week. The incumbents are also responsible for securing financial support from various partner organizations and groups, preparing a detailed and transparent budget for the event, and generally overseeing activities.
Responsibilities of Student Coordinators:

- Create a detailed work plan of how many hours each of the three coordinators will work, what each coordinator’s responsibilities will be, and how their weekly hours will be spent;

- Meet on a regular basis with the Senior Director of the Office of Indigenous Directions to provide brief progress updates;

- Coordinate and complete funding applications as necessary;

- Liaise with Concordia staff, faculty, and other campus-based partners who are providing financial or in-kind support for First Voices Week;

- Work with staff from the Dean of Students Office to book spaces for First Voices Week events through Hospitality;

- Collaboratively develop a detailed schedule of events for First Voices Week (Projected date: February 3-7, 2020);

- Ensure proper protocols are followed and Indigenous guests, presenters, Elders, Knowledge Keepers, and community members are compensated in a timely and respectful manner for their contributions;

- Coordinate advertising and promotional materials for First Voices Week, including contact with internal and external media, in collaboration with the FPSTMA Communications representative and University Communications Services;

- Prepare and maintain a complete budget for all events, carefully tracking which funds are covering which expenses, and maintaining organized folders with records of all expenses (receipts, invoices, transfer records);

- Coordinate day-of logistics including catering and necessary materials for events;

- Recruit student volunteers to help with week-of logistics;

- Organize and facilitate meetings with student volunteers.

Qualifications:

- Previous experience in event organizing and volunteer coordination;

- Knowledge of the Concordia University environment, particularly those involved in First Voices Week;
- Good spoken and written English, knowledge of French and/or Indigenous languages are assets;
- Experience in project management through the use of documents, spreadsheets, and other digital tools as necessary;
- Excellent interpersonal, facilitation, organizational, communication, and team-building skills, with diligent attention to detail;
- Capacity to engage members of diverse communities and skilled in a variety of consultation techniques, protocols, and strategies;
- Strong connections to Indigenous communities and membership to Indigenous nation(s) are assets;
- Knowledge of Indigenous pedagogies, communities, and knowledge systems are assets.

Applicants must be current Concordia students enrolled in classes for the 2019-2020 academic year.

Please send your resume (2 pages) and a short letter of intent (1 page) to Victoria Cooke, Communications and Interim Project Coordinator, Office of Indigenous Directions at victoria.cooke@concordia.ca, or get in touch if you have any additional questions. Promising candidates will be contacted for an interview.