

EVENT ASSISTANT

\$50,000 – \$55,000
(GREATER VANCOUVER AREA / REMOTE)

ABOUT NAUT'SA MAWT RESOURCES GROUP

On behalf of our client, Naut'sa mawt Resources Group (NRG), we are searching for an Event Assistant to join their team. For over 20 years, Naut'sa mawt Resources Group has been partnering with governments, corporations, communities, and organizations to advance economic reconciliation and pursue opportunities to positively impact Indigenous peoples. Guided by values deeply informed by their Indigenous roots, Naut'sa mawt Event Management (NEM) offers event management services that are inherently culturally safe and respectful and prides itself on the continual and respectful integration of Indigenous cultural activities and ceremonies in the events they manage.

ABOUT THE EVENT ASSISTANT POSITION

The Event Assistant is responsible for coordinating these events from initial client introduction to onsite event implementation in an effective and timely manner to meet Naut'sa mawt Event Management standards of customer service.

Reporting to the Senior Event Manager, the Event Assistant will be assigned virtual, in-person, and hybrid events in collaboration with government, non-profit, or corporate clients, all around a diverse array of Indigenous-focused engagements/celebrations. These events will be coordinated both independently and in collaboration with the Senior Event Manager and Event Managers, depending on the complexity of the client's deliverables. This role will require collaboration with a variety of internal team members, contractors, event attendees, speakers, and other stakeholders to ensure events are clearly outlined, communicated, executed, and documented.

KEY LEADERSHIP ACCOUNTABILITIES

- Under the supervision of the NEM Senior Event Manager, the Events Assistant supports the Naut'sa mawt Event Department in providing a variety of administrative support to event leads (Event Managers or Event Coordinators). These supports include but are not limited to the following services: Overseeing event registration processes, including maintaining invite lists, distributing communications, tracking RSVPs, coordinating ticketing/registration systems, and responding to participant inquiries.
- Seeking quotations from various event subcontractors such as hotels, caterers, cultural performers, elders, technicians, etc. as requested.

- Assisting with other event logistical requirements as requested such as drafting communications, creating surveys, approving travel claims, liaising with the NRG marketing team, and providing general customer service and support.
- Assisting event leads with maintaining accurate records and documentation related to events, including budget spreadsheets, expense reports, and contracts, while adhering to financial guidelines and accountability.
- - Assisting event leads (Event Manager / Event Coordinator) in delivering smooth event programming during in-person and virtual events by providing the following support: Attending in-person or virtual event rehearsals, internal event briefings, and event up and tear-down.
 - Ensuring the event kit is brought onsite to support event delivery and is returned to the storage unit following the event.
 - Overseeing registration table set up and tear down (name tags, printer, label maker, etc.) and checking in/fielding attendee questions once the event has begun.
 - Greeting Elders, speakers, and other honoured guests providing honoraria if applicable.
 - Ongoing communication with event leads regarding immediate priorities and assisting with various tasks onsite to ensure customer satisfaction and efficiency.
- Perform professional administrative and clerical duties by Naut'sa mawt Event Management approved practices, policies, and service standards including:
 - Communicating and responding to routine requests or inquiries via telephone, email, or in person.
 - Maintaining accurate updates of electronic/hard copy filing system and company CRM.
 - Opens, sorts, scans, copies, emails, and distributes incoming/outgoing correspondence/documents when applicable.
 - Participation in staff meetings, staff retreats, strategic planning sessions, and other staff events as requested by the Director, of the Event Management Department.
 - Maintaining strict confidentiality and exercising sound judgment and discretion when dealing with sensitive issues.
 - Monitoring areas of responsibility for opportunities for improvement and innovation and working proactively to implement these.
 - Supporting event sales and marketing initiatives including drafting communications and promotional materials, template creation, and other duties as requested.
 - Participating in Indigenous cultural training and remaining up to date on Indigenous cultural practices, traditions, and best practices in event management to enhance the representation

and experience of Indigenous events.

- Carrying out other duties as assigned that are essential to the position as directed.

SKILLS AND QUALIFICATIONS

- Minimum of 2-3 years of experience organizing events.
- Proficient in Adobe Acrobat and Microsoft Suite programs, including Teams, Word, Excel, and PowerPoint.
- Experience working on a variety of virtual event platforms, such as Cvent, Zoom, Microsoft Teams, etc. is considered an asset.
- Experience working with Indigenous communities is considered an asset.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of various processes related to project and event management.
- Ability to work both independently and collaboratively with the Events Director and Event Managers.
- Proactive and able to manage multiple functions while meeting deadlines.
- Excellent leadership skills with the ability to provide clear and respectful direction to contractors.
- Sound analytical thinking when working under pressure, with excellent conflict resolution skills and the ability to manage difficult situations with positive results.
- Ability to provide, obtain, or follow clear, concise, and accurate information orally and in writing (including spelling, grammar, context, and structure).
- Excellent interpersonal and communication skills, both written and spoken.

This is a remote position for those located within the Lower Mainland BC or Vancouver Island area, with the ability to travel anywhere across Canada and the flexibility to work nights, weekends, and holidays as needed.

If you're passionate about event coordination and committed to upholding Indigenous values, we invite you to submit your resume to laise.sato@mnp.ca. While we value the interest of all applicants, only those chosen for interviews will be contacted. To ensure your candidacy receives the attention it deserves, we kindly request that all applications be submitted through MNP's official process. Please refrain from speculative approaches to Naut'sa mawt Resources Group and its esteemed staff members, as such actions will not enhance your application.