



NATIVE WOMEN'S SHELTER OF MONTREAL FOYER POUR FEMMES AUTOCHTONES DE MONTRÉAL



EMPLOYMENT OPPORTUNITY (Seasonal Contract)

Position Title: Cabot Square Aboriginal Events Coordinator

Program: Native Women's Shelter of Montreal

Location: Native Women's Shelter of Montreal/Cabot Square

Schedule: TBA

Salary: \$20.00/hour

Start Date: ASAP

Application: Please send a cover letter with your curriculum vitae ASAP to the attention of: Nakuset
nakuset@gmail.com

DUTIES AND RESPONSIBILITIES

Reporting to the Executive Director, the coordinator will be expected to complete the following tasks:

- Research performers, coordinate and promote Aboriginal Friday's.
- Schedule activities for Aboriginal Friday's.
- Be present for each event.
- Book, process invoices and cheques for performers.
- Be responsible to maintain the budget.
- Create promotional items, posters and distribute.
- Communicate information to all partners, informing them of upcoming events, trainings, and pertinent information.
- Create and compiling statistics of participants.
- Collaborate with partner from Roundhouses, outreach workers and Ville de Montreal.
- Communicate with David Crane, to arrange meetings at Cabot Square.
- Communicate weekly updates through Facebook Cabot Square page.
- Communicate with business owners and residence to launch Aboriginal Friday's.
- Build partnership with other Indigenous Art organizations.

www.nwsm.info

T: (514) 933-4688

F: (514) 933-5747

Toll Free / Sans Frais: 1-866-403-4688

P.O. Box 183, Station A, Montreal, Qc H3C 2S1



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Undertake other related duties as required by the Executive Director.

Qualifications/Requirements

- Have experience organizing events at Cabot Square
- Experience in communications.
- Experience with crisis counseling.
- Experience with evaluations and statistics gathering
- Ability to meet deadlines with minimum supervision.
- Excellent written and oral communications skills.
- Ability to work well within a team.
- Able to communicate in both French and English.
- Knowledge of Aboriginal history, culture, customs and traditions and the effects of residential school on Aboriginal peoples and communities.
- Consent to sign a confidentiality form and obtain a criminal record check.
- Other related duties as required by the Executive Director.
- Preference will be given to Indigenous applicants

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