



Title	IPAC Events Coordinator	Closing Date	January 31, 2019
Reports to (Title)	IPAC President Dr. Nel Wieman and FNHA Population Health and Wellness Manager Lindsay Beck	Position Status (Regular or Term)	2-Year Term, part-time
Organization	Indigenous Physicians Association of Canada (IPAC)	Location	West Vancouver, BC

Please send your resume and cover letter directly to: Lindsay.Beck@fnha.ca with subject line: "IPAC Events Coordinator Application"

ORGANIZATION SUMMARY

The Indigenous Physicians Association of Canada (IPAC) is a national not-for-profit organization made up of Indigenous physicians and associates from across Canada. As Indigenous physicians and students who are diversely rooted in our traditional teachings and our respective communities, IPAC members embrace and commit to collaboratively use our skills, abilities and experiences to advance the health of our nations, communities, families and individuals. IPAC provides knowledge for communities, national Indigenous organizations and health care providers; advocates for Indigenous peoples' health; and acts as a support mechanism for Indigenous physicians and students.

Two-year contract, part-time.

POSITION SUMMARY

The IPAC Events Coordinator works closely with the IPAC President, Board and other IPAC staff and partners to ensure the continuity and success of IPAC activities on a national scale. The Coordinator will be responsible for organizing the upcoming Pacific Region Indigenous Doctors Congress (PRIDoC) taking place in Vancouver, BC in 2020, the Annual General IPAC Conference taking place in St. John's, Newfoundland in 2019 and other related IPAC meetings. The Coordinator will be a key member of the IPAC team supporting IPAC's growth and development. The Coordinator is creative, a strong problem solver and confident multi-tasker with relevant experience in events.

IPAC is committed to respecting diversity within our workforce; preference will be given to individuals with Indigenous (First Nations, Inuit, Métis) ancestry.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Event coordination:

- Develops, promotes and markets events using website and social media.
- Supports site/venue selection.
- Supports conference sponsorship efforts.
- Coordinates housing and accommodations.
- Coordinates online and on-site registration.
- Coordinates event audio-visual and multi-media.
- Coordinates catering services.
- Coordinates guest speakers.
- Coordinates cultural events, opening/closing/awards ceremonies.
- Coordinates transportation for participants and speakers.
- Manages event set-up, tear-down and follow-ups.
- Plans, monitors and reports on budgets.
- Organizes and manages event planning meetings.
- Communicates event details/changes with internal team via regular meetings and updates.
- Creates qualitative and quantitative measures to evaluate the success of the events.

2. Communications

- Generally supports IPAC communications efforts including the development of website content, social media posts and communications to membership.
- Supports and promotes the visibility of Indigenous physicians (e.g., in awards processes.)

3. Membership and awareness:

- Develops and implements various approaches to increase IPAC awareness and membership including outreach, networking with post-secondary institutions and graduates.
- Coordinates and organizes the membership database and membership portal to support network development.

4. Fundraising: Supports IPAC's fundraising efforts.

5. Acts as aide for IPAC meetings, including minute taking and action follow-up.
6. Maintains coordination between the Vancouver and Ottawa IPAC teams.
7. Supports general administration of IPAC as needed, including hiring, budget, contracts, and reporting.
8. Performs other related duties as assigned.

JOB SPECIFICATIONS

Education

- A diploma, preferably events- or management-related, or a relevant combination of education and experience.

Experience

- Experience coordinating medium- to large-scale events.
- Three years of related experience or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

Knowledge and Abilities

- Genuine interest in Indigenous health and wellness.
- Understands and respects Indigenous cultural principles and protocols and applies this understanding in work situations.
- Ability to work independently and to take initiative.
- Ability to work effectively in teams and with external teams and stakeholders.
- Ability to prioritize and multitask.
- Excellent problem-solving skills.
- Ability to perform complex duties with limited supervision.
- Leading up to and during events, ability to travel and work flexible hours including evenings and weekends.
- Ability to use word processing and spreadsheet applications (e.g., Microsoft Word, Excel) at an intermediate level.
- Ability to develop, plan, coordinate, and manage initiatives involving multiple stakeholders.
- Ability to communicate effectively both orally and in writing.
- Strong interpersonal skills and competencies.