



EMPLOYMENT OPPORTUNITY

Events Intern

Masters Indigenous Games 2018 Toronto Organizing Committee

Masters Indigenous Games 2018 Mission: To host an Indigenous world-class multi-sport and cultural event celebrating Indigenous diversity. Showcasing Unity, Sport, Community and Culture, as well as Volunteerism and Team Work between First Nations, Inuit, Métis and non-Indigenous communities in the pursuit wellness for all Indigenous peoples.

Masters Indigenous Games 2018 Vision: The Masters Indigenous Games provides Indigenous adults, 20 and over, the chance to compete in sport competition with their peers. The Games encourage individuals to be active, with the awareness that competitive sport can continue throughout life, contributing to the increased health and wellness. The Games are also a platform to celebrate the unique cultures of Indigenous Peoples from around the world.

Please note that as this position is funded through the Canada Summer Jobs program, all candidates must be between the ages 18 to 29 years, and a full-time student intending to return to their studies in the next school year.

Position Overview:

The Masters Indigenous Games 2018 (MIG 2018) seeks an organized and motivated candidate to fill the role of Events Intern. The position will report directly to the Senior Manager, Culture and Community Engagement. The Events Intern will provide logistical support for special events, assist in training and managing volunteers, coordinate set-up and tear down of event sites, and assist with planning in the lead-up to the Games. This paid position, funded through the Canada Summer Jobs program, is an excellent opportunity to develop capacity and skills, and experience various aspects of event planning in a unique and fast-paced Games environment, with high public visibility.

Individuals within the Indigenous community are strongly encouraged to apply.

Duties include but are not limited to:

- Assist in planning and execution of events such as the Opening Gala, Cultural Village, Medal Ceremonies, the Embodiment of the Spirit Pow Wow, Closing Ceremony and Volunteer Appreciation.
 - Assist in volunteer management planning.
 - Assist in logistics coordination of assets, and event elements.
 - Coordinate and manage aspects related to food, AV, vendors, and performers.
 - Assist with set up and tear down of events.
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- Be a point person for issues that arise.

The Ideal Candidate Possesses:

- A post-secondary degree / diploma, or working towards, with experience in event management.
- Experience and knowledge of Indigenous cultures considered a significant asset.
- Proficiency in both official languages (English and French) and / or Indigenous language is considered an asset.
- Excellent interpersonal / networking skills and issues management / problem solving skills.
- Must be computer literate (working knowledge of Microsoft Office suite).
- Experience working with and managing volunteers or staff.
- A demonstrated commitment to high professional ethical standards and a diverse workplace.
- Proven organizational skills and the ability to multi-task.
- Ability to lift and carry event supplies safely (up to 25lbs).
- A service-oriented, positive, resourceful personality, with a sense of humour.
- Ability to be flexible in both their approach, work schedule and work process.

Ideal candidates will be detail-oriented, organized and creative, possessing a professional work ethic while enthusiastic to gain new knowledge.

Working Environment and Compensation:

- Full-time paid position beginning immediately and ending July 31, 2018.
- Compensation will be based on 30 hours a week at \$17.00/hr.
- Flexibility in hours, as evenings and weekends may be required in addition to extended hours during Games time (July 12-15, 2018).
- Office is located in Mississauga, Ontario with some local travel required to events and meetings.
- Additional benefits include:
 - Games merchandise and clothing
 - Letter of Reference

This description is intended to describe the general nature and level of work, and is not an exhaustive list of all responsibilities, duties, and skills required. Assistants may be required to perform duties outside their normal responsibilities.

ASWCO Head Office Location:

1090 Aerowood Drive, Unit #1A
Mississauga, ON L4W 1Y5

How to Apply:

Qualified applicants are invited to email their applications (resume and cover letter) to events@mastersindigenousgames.ca, in one document with your name and "Events Intern" in the email subject line by **June 6, 2018**.