

British Columbia Aboriginal Network on Disability Society



BCANDS Planning Coordinator

Contract Position

August 2018

“Supporting the unique and comprehensive disability and health priorities of Indigenous persons and organizations across British Columbia, through relevant, timely and accessible client services”

POSITION TITLE: BCANDS Conference Planner	ISSUE DATE: August, 2018
IMMEDIATE SUPERVISOR: BCANDS Executive Director / Designate	
WORK LOCATION(S): BCANDS Office - Victoria, British Columbia (travel may be required)	HOURLY RATE: \$23 / HR
HOURS PER WEEK: 35 hrs. weekly	WORK DAYS: Monday- Friday

BACKGROUND

The BCANDS Conference Planner is a term contract position ending December 1st, 2018. The successful contractor will be reasonable for all mandatory employment related costs (E.I., CPP, Income Tax) and is not eligible for any BCANDS employee benefits. The term contract is for 35 hours per week at a rate of \$23 / hr. All hours will be completed on-site within the BCANDS office.

The BCANDS Conference works in partnership, collaborates and consults with senior management, BCANDS team members, sponsors, presents and others to ensure the successful Disability and Wellness Gathering, to be held in Victoria in November 2018.

DUTIES / RESPONSIBILITIES

The BCANDS Conference Coordinator will work as the lead for the Society in all conference planning including presenters, menus, amenities, promotion, sponsors and registration of attendees.

As the point of contact for the Society in relation to the 2018 BCANDS Gathering the BCANDS Conference Planner will work directly with a variety of stakeholders including Indigenous communities and leadership, government agencies, individuals and families, service providers, presenters, not-for-profit agencies, etc. All interactions will be done in a respectful, understanding and confidential manner, ensuring the integrity of the Society and the confidence of our communities, partners and stakeholders.

Broad Functions of the BCANDS Federal Accessibility Coordinator Position

Play the lead role in the planning and delivery of the 2018 BCANDS Disability and Wellness Gathering including but not limited to:

- Obtainment of speakers
- Coordination with venue
- Menu / refreshment planning
- Registration
- Obtainment of volunteers
- Obtainment of sponsors
- Promotion
- Other areas required for a successful Gathering

RELEVANT KNOWLEDGE

The BCANDS Gathering Planner is expected to possess knowledge and experience in relation to successful event planning

Additionally, the Planning Coordinator should:

- Possess a working understanding of the history of Indigenous peoples and their experiences within Canada;
- Possess knowledge and abilities regarding trauma informed practices, cultural safety and awareness when working with individuals, stakeholders and communities;

DESIRED SKILLS AND ABILITIES

- **Service Orientation** - The desire to identify and serve all clients and stakeholders, who may include the public, co-workers, government organizations, and non-government organizations, focusing one's efforts on discovering and meeting the needs of the individuals we serve
- **Addresses Underlying Client Needs** - Knows and understands the client's issues and / or seeks information about the real underlying needs of the individual, beyond those expressed initially, and matches needs to available (or customized) services to ensure success as much as possible
- **Teamwork and Co-operation** - The ability to work co-operatively with diverse individuals and teams within BCANDS and externally, to achieve client, stakeholder and organizational goals. This includes the desire and ability to understand and respond effectively to other people from diverse backgrounds, diverse histories and experiences and with diverse views
- **Solicits Input** - Genuinely values others' input and expertise, is willing to learn from others (including clients, supervisors and peers). Solicits ideas and opinions to help form specific decisions or plans and promotes team, interagency and multi-jurisdictional co-operation
- **Flexibility** - The ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job
- **Results Orientation** - Desire for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement)
- **Problem Solving / Judgment** - The ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions
- **Sees Basic Relationships** - Ability to see causal links between components of a problem / situation
- **Sees Multiple Relationships** - Ability to break down complex situations into manageable parts in a systematic way

- **Information Seeking** - The desire to know more about things, people or issues.

ADDITIONAL REQUIREMENTS

- Interpersonal skills
- Excellent planning ability
- Excellent ability to communicate orally (public speaking) and in writing, to a variety of audiences
- Physically and mentally able to perform the duties of the position, including the ability to take directions
- Possess a valid BC Class V driver's license and access to a reliable vehicle during contracted hours, with ability to travel as required (costs covered by the Society)
- Previous experience in setting up conferences
- Previous experience working with Indigenous communities, individuals and organizations, funders, government agencies, ext.
- Canadian Citizen or Permanent Resident of Canada

** An acceptable combination of education and experience may be accepted, at the discretion of the employer*

** BCANDS welcomes applications from all qualified candidates including Indigenous peoples, persons with disabilities, women and members of visible minorities*

** As per Section 7 of the Employment equity Act, BCANDS may give preference in contracting to Indigenous persons. <http://laws-lois.justice.gc.ca/eng/acts/e-5.401/page-2.html#docCont>*

About BCANDS

The British Columbia Aboriginal Network on Disability Society (BCANDS) is an award winning, provincial, Indigenous, disability organization operating within British Columbia since 1991. BCANDS is the only stand-alone Indigenous organization of its type in Canada and enjoys consultative status with the United Nations Department of Economic and Social Development.

If you wish to apply for this opportunity, please send your cover letter and resume to:

Email: exdir@bcands.bc.ca

Fax: (250) 381 7312, or by mail to:

BCANDS
#6 - 1610 Island Highway
Victoria, British Columbia – V9B 1H8

** No phone calls please, only successful applicants will be contacted. Thank you.*