

ASSOCIATION  
PRÉVENTION SUICIDE  
PREMIÈRES NATIONS  
ET INUITS  
DU QUÉBEC ET DU  
LABRADOR



FIRST NATIONS  
AND INUIT  
SUICIDE PREVENTION  
ASSOCIATION  
OF QUEBEC AND  
LABRADOR

## JOB DESCRIPTION

<b>Title:</b>	Events Coordinator
<b>Department:</b>	Dialogue for Life Conference and coordination
<b>Reports To:</b>	Executive Director Lori May Dubé
<b>Salary:</b>	25,25\$/hr
<b>Schedule:</b>	35 hours/week for 20 weeks (with possibility of extension)
<b>Location:</b>	3177 rue Saint-Jacques suite 202 Montréal, Québec

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### Job Overview

The First Nations and Inuit Suicide Prevention Association of Quebec and Labrador (FNISPAQL) serves First Nations and Inuit communities throughout Quebec through community awareness, prevention and education activities, as well as actively supporting the development of psychosocial interventions made accessible in language and cultural context, inde

pendently of each nation and community. The First Nations and Inuit Suicide Prevention Association of Quebec and Labrador is looking for an event coordinator with experience in event management to coordinate the annual Dialogue for life conferences which will take place in Montreal in March 2024. The hired candidate will organize and coordinate the event in collaboration with management and as part of the small but dynamic team at FNISPAQL.

### Responsibilities

- Answer calls and respond to requests for information
- Acquire knowledge and implementation of the Logilys registration platform and its procedures
- Manage and coordinate registration processes
- Coordinate services for events, such as accommodation and transportation for participants, conference and other facilities, catering, signage, displays,

- translation, special needs requirements, audio-visual equipment, printing and security
- Translation of documents (English-French, French-English)
  - Recruit, hire, coordinate and supervise volunteers
  - Negotiate contracts for services, approve suppliers' invoices, maintain financial records, review final billing submitted to clients for events and prepare reports.
  - Obtain confirmations from presenters and ensure coordination
  - Organize social activities such as Banquet, Pow wow, community lunch and other services or activities related to the conference
  - Plan and organize the exhibitor/vendor fair
  - And other tasks as needed

### **Qualifications**

- Experience in event planning, event coordination or project management
- Experience working with First Nations and Inuit groups in Quebec and Indigenous organizations
- Fluent in French and English, an Aboriginal or Inuit language also an asset
- Knowledge of Indigenous issues
- Experience working in a health and social service context

### **Skills**

- Experience managing databases and sensitive information Skills
- Ability to remain calm under pressure and maintain a customer-service mindset
- Advanced time management and organizational skills and ability to meet deadlines
- Ability to work both independently and as part of a team
- Excellent organizational, communication, negotiating, and multitasking skills
- Cultural sensitivity and cultural adaptation skills
- Familiar with MS Word, Excel, Powerpoint and databases