



ANISHINAABE ABINOOJII FAMILY SERVICES

EMPLOYMENT OPPORTUNITY: Internal/External Posting

Travel and Events Coordinator

Full-Time Permanent

Location – Kenora

POSITION SUMMARY:

We are seeking a passionate and organized individual to join our team as a Travel and Events Coordinator. The ideal candidate will be responsible for coordinating all travel arrangements and events for the organization, ensuring smooth logistics, creating meaningful experiences for staff, clients, and stakeholders, while also managing travel and event expenses and working closely with the finance team.

QUALIFICATIONS

- Bachelor's degree in hospitality management, Event Planning, Indigenous Studies, or a related field preferred, however applicants with a combination of related education, experience and skills may be considered
- Proven experience in travel coordination, event planning, or related roles
- Excellent communication and interpersonal skills, with the ability to work collaboratively with diverse stakeholders
- Proficiency in Microsoft Office Suite and event management software
- Strong organizational and time management skills, with the ability to multitask and prioritize tasks effectively
- Knowledge and understanding of Indigenous cultures, traditions, and protocols preferred
- Experience with accounting software and financial management processes preferred
- Ability to flex daily work hours as determined by the Director of Finance
- Must possess a valid Ontario G Driver's License, be willing to travel and provide a Drivers Abstract
- Cultural competency and sensitivity to the needs of Indigenous communities; and
- Ability to speak Ojibway is preferred and a definite asset

WORKING CONDITIONS:

Work normal business hours but may be required to do some work in the evenings or outside normal working hours. Able to work on a computer for long periods of time. Required to spend long hours concentrating which will require attention to detail and high levels of accuracy; and required to meet a number of deadlines which may cause stress. Travel to semi-remote Anishinaabe communities on rough and winding class "C" roadways

Salary: Commensurate with qualifications.

Benefits: AAFS offers 4 weeks paid vacation, Extended Health, Dental, Group Life, AD&D, & Disability benefits after one month of employment and participation in our Pension program.

We are committed to recruiting a diverse workforce that represents the First Nations communities that we serve. Preference will be given to Internal and/or Indigenous applicants. Please self-identify upon applying.

AAFS welcomes and encourages applications from peoples with disabilities and will provide accessibility accommodations as part of the application process upon request.

Applicants resumes may be used to create a qualified candidates list for recruitment of other positions within our organization.

IF THIS EXCITING OPPORTUNITY INTERESTS YOU, PLEASE SUBMIT YOUR RESUME WITH COVER LETTER QUOTING FILE #TEC2024OUF to:

Human Resources Manager by E-mail to AAFS.HumanResources@aafs.ca or c/o 20 Main Street South, Kenora, Ontario P9N 1S7 or Fax: (807) 548-1345

DEADLINE TO SUBMIT APPLICATION IS: OPEN UNTIL FILLED