



## INDIGENOUS CULTURAL HERITAGE PROJECT COORDINATOR

TERM	START DATE	LOCATION	SUBMIT APPLICATION TO
One year	January 2020	Ottawa	crivet@evoqstrategies.com

### ABOUT EVOQ STRATEGIES

EVOQ Strategies specializes in urban and place-based resiliency strategies. Our mission is to help create better living places for communities by connecting the cultural, economic, social and environmental needs of people within a sustainable development framework. Our approach starts with people and their cultural context.

Our services fit in a broader scope of advice in planning, heritage conservation, urban design, sustainability, cultural planning, and climate change adaptation. Our work looks at individual structures and sites as much as entire neighbourhoods and landscape.

### ABOUT THE CONTRACT

We are looking for an Indigenous individual from Canada who over the course of a year will deliver a series of regional and international events related to Indigenous cultural heritage. The work requires strong project management skills to organize the logistics of the events and a good understanding of cultural heritage matters to knowledgeably interact with participants. This is a very exciting opportunity for someone interested in contributing to making a difference to how Indigenous cultural heritage is understood, protected, and conserved in Canada and abroad.

The value of the contract is limited to the time of the individual. Additional budget is available for activities and services. For one of the projects, the position is shared with a NGO under the joint supervision of an EVOQ Strategies manager and a NGO steering committee. The position's effort represents a full time commitment or 40 hours a week.

### JOB DESCRIPTION

The principal function of the project coordinator is to coordinate the preparation of the content, format, participant arrangements, and service requirements as well as the relationships with the participants.

## Tasks

The specific tasks assigned include:

- Prepare agendas based on meeting objectives;
- Carry out high level research on cultural heritage and Indigenous values themes;
- Prepare the terms of reference and other documents;
- Communicate with stakeholders and participants to seek their input in preparing the meetings;
- Identify participants and prepare invitations;
- Prepare detailed budget for travel, accommodation, and services;
- Arrange travel and accommodation for each of the participants;
- Ensure that all rentals, services, products, documents, and other requirements are identified, reserved, and delivered on time;
- Work with facilitators to prepare the format and content of the meeting;
- Coordinate the speakers and their presentations;
- Work with translators to prepare the documents;
- Prepare the participant packages;
- Set up registration systems;
- Record meetings;
- Prepare meeting reports.

## SKILLS AND EXPERIENCE

The position requires an individual with the following experience:

- Experience in managing projects and organizing events;
- Experience in stakeholder relations;
- Experience in cultural heritage;
- Experience in research and report writing;
- Experience in communications;

In addition, the following skills are required:

- Attention to detail and rigour;
- Strong interpersonal and communication skills;
- Excellent writing and presentation abilities;
- Organized;
- Initiative;
- Solutions oriented.

The following are assets that will help distinguish between candidates:

- Social media communication;
- French language skills (writing, speaking, reading).

## HOW TO APPLY

Make a difference and take advantage of this opportunity by submitting your application (letter of intent and CV) by email to: [crivet@evoqstrategies.com](mailto:crivet@evoqstrategies.com).

All applications will be evaluated, however only successful candidates will be contacted.