

Mi'kmaq Confederacy of Prince Edward Island

Job Description **MCPEI Special Events Administrative Assistant**

POSITION OVERVIEW

The MCPEI Special Events Administrative Assistant is responsible for providing organizational and operational support in the development and execution of special events that may include conferences, workshops, Powwow, annual meetings, golf tournaments.

REPORTING TO

Special Events Coordinator

DUTIES RELATED TO EVENT PLANNING

- Maintains accurate and up-to-date records and files for all event projects
- Maintains current information of events, business contacts, performers, artists, sponsors and vendor list
- Maintains customer confidence and protects operations by keeping information confidential
- Assists with event marketing duties such as preparing draft press releases, updating social media sites
- Assists in developing participant and speaker lists, coordinates invitation and call backs
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing orders for supplies with office manager; verifying receipts of supplies
- Communicates with Special Events Coordinator to discuss registration plans and options
- Facilitates on-site and off-site registrations for assigned events
- Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries
- Provides assistance to conference attendees
- Creates, prepares, and distributes meeting minutes and supporting documents
- Manages printed materials, brochures, signage and other marketing pieces
- Coordinates participant lists and nametags
- Coordinates production and distribution of print materials for event
- Other duties as required

WORKING CONDITIONS

PHYSICAL, MENTAL, VISUAL

Some physical activity is required (lifting) and the work environment should be minimally stressful when dealing with the public and staying organized. There will be occasional periods of travel away from the office environment to attend special events.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work well independently on several projects concurrently and achieve results on deadlines
- Excellent communication and creative thinking skills
- Organizational, prioritizing, and problem solving skills, attention to detail
- Demonstrated high energy level and flexibility, pleasant persona coupled with sound judgement
- Discreet and able to maintain confidential information
- Knowledge of correct protocol for specific situations
- Must be a team player, and have the ability to work with a diverse group of individuals
- Ability to provide orientation and direction for individuals working on events
- Ability to multitask and a proven ability to meet goals are core requirements to ensure a professional execution of all related special events
- Positive attitude, resourceful nature and excellent problem solving capabilities
- Some night and weekend work may be required
- Must be self motivated

HOURS OF WORK

Hours of work will be in accordance to the standard hours of operation at the Mi'kmaq Confederacy of PEI (Summer hours are 8:00a.m.- 4:00p.m) A standard work week for this position is 37.5 hours unless otherwise specified in the employment contract. There will also be additional hours worked to accommodate for meetings/workshops related to the position.

QUALIFICATIONS

- Minimum of Grade 12 or equivalent or Project Management Certificate or combined with a minimum of one year experience in event planning
- Experience in planning and implementing events
- Experience working with volunteers
- Extensive knowledge of PEI Mi'kmaq culture and traditions
- Experience in presenting, and facilitating committee meetings
- Good working knowledge of Microsoft Office (Word, Excel, PowerPoint) and good typing skills
- Excellent interpersonal and communication skills
- Valid driver's license and/or access to reliable transportation