



Job Posting: Gatherings and Events Coordinator for the National Cultural Brokers Project

Umbrella Multicultural Health Cooperative is a member-driven, not-for-profit, community health Centre (CHC). Our members are people who face language and cultural barriers accessing health care. Our mission is to provide practical access to affordable and holistic health care services that are appropriate in culture and language for those without access to health security.

We work with a Cross Cultural Health Broker (CCHB) Model. CCHBs are multicultural, multilingual health care workers who facilitate communication between patients, service providers and health and social service systems.

About the National Cultural Brokers Project (NCBP)

Our mission is to support Cultural Brokers and promote the practice of cultural brokering nationally to make Canada a more equitable and inclusive country.

Some of the activities involved in the national project include:

- Incorporating a national organization to unify Cultural Brokers
- Conducting a National Environmental Scan and Case Study Research Project on Cultural Brokers
- Developing a Digital Learning Network
- Developing and Delivering Training for Community Health Brokers
- Exploring Professional Recognition for Cultural Brokers
- Hosting Regional and National Gatherings

Summary of the Position

The Gathering and Events Coordinator is responsible for coordinating national gatherings and community engagement events that promote the training, research and other learnings developed from the NCBP project activities. The role will develop a strategic plan to support the goals of the Gathering activities within the national project.

The Gathering and Events Coordinator will work in collaboration with the NCBP Executive Committee, Advisory Committee, and Gathering Working Group. The role will build regional capacity in three host organizations to hold future Gatherings and will collaborate with the project evaluator to develop materials that reflect learning and impacts that support system change toward Cultural Brokers' recognition.

The gatherings of Cultural Brokers will focus on cultural brokers engagement and peer-learning, with multi-sector stakeholder participation. The gatherings will range from online/ virtual activities, in-person small gatherings in Eastern and Western Canada, and one large national gathering.

Duties and responsibilities

1. Develop and implement strategic plan for three-year Gathering activities
2. Oversee the coordination and delivery of events: 2 Regional Gatherings and 1 National Gathering
3. Participate in the recruitment, training, and mentorship of project staff

- Support staff to manage and implement all elements of pre- and post-event planning activities, including schedule and agenda, event logistics and third-party service providers
- 4. In collaboration with Communications Coordinators designs and implements communication tools (e.g. website, collateral materials, etc.) to promote and evaluate events, prepares and analyzes event reports and other metrics (e.g. surveys, participants feedback, etc.)
- 5. Work in collaboration with project evaluator to measure and document impacts, outcomes, and learnings in all Gathering events
- 6. Builds and maintains trusting relationships with team and community partners to deliver innovative and memorable gathering events
- 7. Develops relationships with national, regional and/or local vendors and suppliers and negotiates contracts, printing, decor, entertainment, gift companies, accommodation, transportation, audiovisual, etc.
- 8. Responsible for monitoring and managing project budget, forecasting, record keeping, and procuring program supplies
- 9. Develops policies, procedures, and standards of practice for Gathering and Events
- 10. Perform other administrative duties related to the project
- 11. Strictly adhere to privacy and confidentiality
- 12. Share vision and mission of Umbrella Co-op and National Cultural Brokers Project
- 13. Attend internal and external stakeholder meetings as necessary

Qualifications

- Post-secondary education or equivalent related experience in hospitality or event management, program management, community development or in social services in the settlement and integration sector
- Demonstrated experience in developing, planning, and implementing large projects or events
- Demonstrated background in budget management as well as financial forecasting and reporting
- Experience in community engagement/community consultation practices
- Familiarity with trauma-informed care practice and principles
- Ability to create culturally and inter-culturally safe and inclusive spaces rooted in migration experience
- Demonstrated ability to work independently and as a team and support other team members
- Proficiency in using MS Office, MacOS and other digital communication platforms
- Ability to communicate clearly and concisely, both orally and in writing, to a broad range of audiences
- Ability to create and implement efficient and effective protocols and procedures
- Ability for time management, prioritization, and organization with aptitude to adapt efforts as needed
- Ability to take initiative, problem solve and make decisions within the scope of the position
- Self-awareness, accountability, and ability to build trusting relationships
- Demonstrated ability to manage risk and maintain confidentiality

Preferred skills

- Experience working in culturally diverse community-based setting
- Working with diverse, immigrant, and refugee communities
- Experience with cooperative principles and membership management

Working Conditions

As community service organization, the work at Umbrella Co-op is demanding and rewarding. Umbrella Co-op is committed to providing an emotionally and physically safe working environment where employees can thrive in their roles.

The Gathering and Events Coordinator works onsite in a shared office environment and remotely (work from home), and daily interpersonal interactions are required using videoconferencing and mobile technologies.

The work requires working during evenings and weekends to support community events. It also requires ability to travel within Canada to meet with community organizations and groups.

The work requires working with a flexible schedule across Canadian time zones. Work schedule will be established and supported with supervisor.

Physical & Mental Requirements

The Gathering and Events Coordinator promotes a safe, respectful environment where all community members and team members can thrive and feel a sense of belonging with others.

The Gathering and Events Coordinator provides remote supervision and support to team members from other provinces and may supervise students and volunteers. The role is responsible for the work outcomes and results of the people they support. They are required to provide clear and direct instructions and foster effective communication channels between team members.

The Gathering and Events Coordinator role spends time sitting stationary in front of a monitor using computers, which can cause muscle strain. The position will also have to do lifting of equipment and supplies.

As per the current Public Health Orders (Hospital and Community – Health care and other services), as of October 26, 2021, all employees working at Umbrella Multicultural Health Co-op must be fully vaccinated for COVID-19. Proof of vaccination status will be required.

JOB TYPE: Three-year contract with 6 months probationary period, part-time, 20 hours per week, Monday to Friday, evenings and weekends may be required.

SALARY AND BENEFITS: A range of \$27.67 to \$30 per hour, depending on past related experience. Full range of benefits includes paid vacation/sick leave, extended health and dental benefits and group retirement plan.

CONTRACT START DATE: October 1, 2022. Posting will be published on our website until filled.

CONTRACT END DATE: March 31, 2025

APPLICATION INSTRUCTIONS: Please submit your cover letter and resume - all one pdf. document, with the title: “[InsertYourName].Gathering and Events Coordinator” to info@umbrellacoop.ca

For more information, please visit our website www.umbrellacoop.ca

We kindly thank you in advance for your interest and application; however, only selected candidates will be contacted for an interview.