



Job Posting: Western Regional Gathering Coordinator with 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 to 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)

The NCBP project is a three-year project funded by Immigration, Refugees, and Citizenship Canada (IRCC). Our mission is to support Cultural Brokers and promote the practice of cultural brokering nationally to make Canada a more equitable and inclusive country.

Summary of the Position

The Western Regional Gathering Coordinator is responsible for organizing the Western Cultural Brokers Gathering event logistics, which will be hosted on **September 25th to 28th, 2023** at Camp He Ho Ha at Isle Lake, Alberta.

With the support and supervision of the Operations and Administrative Manager, the role will collaborate with the Gathering and Events Coordinator to ensure that deliverables for the event are provided in a coordinated manner and fulfilling the mission, vision, and values of the National Cultural Brokers Project.

Duties and responsibilities

1. Organize event logistics, including registration, communications, speaker management, technical support, travel and accommodation, and customer service.
 - Coordination of attendee travel (flights, mileage, airport transfers)
 - Basic IT/AV troubleshooting
2. Obtain quotations, hire and manage reliable subcontractors for the event.
 - Recruiting and liaising with local vendors
 - Recruiting and liaising with local entertainment
3. Communicate with the Gathering Working Group, other staff and contractors to ensure that deliverables for the events are provided in a coordinated manner, including supporting with facilitation, notetaking, knowledge translation, and evaluation report writing.
4. Ensure the project stays within budget and meets deliverables in the workplan.
 - Ensure receipt submission and reimbursement in a timely manner.
5. Recruit, hire, and oversee volunteers' roles and responsibilities for the 3-day event.
6. Attend meetings as necessary (Community Health Workers Network and Cultural Brokers Network of Canada).
7. Respond to event and project emails in a timely manner.
8. Strictly adhere to privacy and confidentiality.
9. Attend internal and external stakeholder meetings as necessary.

10. Other administrative duties as required.

Qualifications

- Living in the Edmonton region of Alberta.
- Experience organizing small to medium size events (30-60 people) is an asset.
- Proficiency in using MS Office and other digital communication platforms.
- Knowledge of cultural brokering and a strong connection to the cultural brokering community assets.
- Ability to communicate clearly and concisely, both orally and in writing, to a broad range of audiences.
- Self-directed and able to work with limited supervision.
- Demonstrated ability to work as part of a team and support other team members.
- The ability for time management, prioritization, and organization.
- Flexible and adaptable to shifting priorities to meet changing demands and circumstances.
- Ability to create culturally and inter-culturally safe and inclusive spaces rooted in migration experience.
- Understanding of trauma-informed care practice and principles.
- 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 settings.
- Lived migration experience or experience working with diverse immigrant and refugee communities.
- Valid Canadian driver's license and clean driving record

Working Conditions

The Western Regional Gathering Coordinator works remotely, and virtual interactions are required using videoconferencing and mobile technologies.

The work may require working with a flexible schedule across Canadian time zones. A work schedule will be mutually established and supported by the supervisor.

The role may supervise volunteers during the three-day event. The position is responsible for the work outcomes and results of the people they support. They must provide clear and direct instructions and foster effective communication channels between team members.

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: Six-month temporary contract, part-time, 15 hours per week.

SALARY AND BENEFITS: \$27.67 to \$30 per hour, depending on related experience, plus extended health, and dental benefits, and a group retirement plan.

CONTRACT START DATE: May 16, 2023. Posting will be published on our website until filled.

CONTRACT END DATE: November 15, 2023.

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

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

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