

Program Coordinator

Pacific Peoples' Partnership is celebrating 40 years of action. Based in Victoria, BC, we are Canada's only non-profit organization devoted exclusively to working in solidarity with peoples of the South Pacific to promote their aspirations for peace, justice, environmental sustainability and community development. Our current areas of strategic focus include climate action, gender equity and knowledge sharing between Indigenous peoples of the North and South Pacific.

Position Summary

The successful candidate will work closely with management in the development of PPP projects and programs, including our 10th Annual One Wave Festival, 2018 Red Tide: First Peoples Climate Summit, ongoing multimedia projects and special events. This is an excellent opportunity to learn about project management, event planning and public engagement in a small to medium sized non-profit setting, as well as effective cross-cultural communication, advocacy and international development. This is a short-term summer position for students reimbursed at \$10.85/hour. Some flexibility in hours may be available.

Duties and Responsibilities

- Assisting in the creative development and coordination of our annual One Wave Festival, a celebration of Pacific Arts and Culture and an exploration of alternative narratives to Canada 150;
- Assisting in the development of PPP advocacy and program initiatives, including initiatives focused specifically on climate action and gender equity;
- Supporting management in planning, marketing and coordinating special events/projects;
- Developing partnerships and soliciting support from local businesses for events;
- Assisting in the creative development and distribution of educational resources, including a periodical, newsletters, podcasts and film;
- Working as part of a team to facilitate educational, engaging and fun opportunities for target audiences to engage more deeply with organization, including lunches, socials, talks/panels, etc.;
- Developing and maintaining relationships with Indigenous partners, the Pacific Islander diaspora, international partners, environmental NGOs and cultural organizations;
- Providing support to the overall team as needed.

Qualifications:

- Enrolled in one of the following programs: Indigenous Studies, International Development, Business, Political Science, Communications, Environmental Studies, Gender/Women's Studies, Asia-Pacific Studies, Indigenous Governance, Geography, Fine Arts or similar.
- Excellent interpersonal and networking skills, including proven writing abilities;
- Enthusiasm to work in a collaborative, team environment;
- Experience in event planning, communications and/or public outreach an asset;
- Public speaking ability an asset;
- Working knowledge of international systems, climate advocacy, South Pacific countries and of local Indigenous communities an asset;

- Experience with cross cultural communication is an asset;

Position Requirements:

This position is funded by the Canada Summer Jobs program. In order to be eligible for this position, you must be:

- Between 15 and 30 years of age at the start of employment;
- Have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

Pacific Peoples' Partnership is an equal opportunity employer. We encourage applications from Indigenous peoples, visible minorities, LGBTQ+ and people with disabilities.

Application Deadline: 5:00 PM, May 2nd, 2017.

In your application, please clearly indicate how you meet the position requirements.