

Journalists for Human Rights

Indigenous Reporters Program Conference Coordinator

- **Closing Date:** Sunday, April 30, 2017, 11:59 PM EST
- **Work Location:** Remotely / Sioux Lookout, Ontario
- **Position Type:** Part-Time, Contract
- **Duration:** 2 months
- **Weekly Hours:** 25 hours a week leading up to the event, 40 hour week during the conference (July 11, 12, 13)
- **Remuneration:** \$25/hour plus \$150/month in communications allowance
- **Start date and end date:** Monday, May 15, 2017 until Friday, July 14, 2017

Background:

Journalists for Human Rights (JHR) is Canada's leading media development organization. Through skills training and mentorship, JHR empowers journalists to report ethically and effectively on local human rights issues that would otherwise be ignored and unaddressed. Since 2002, JHR has trained over 14,000 journalists in 27 countries.

In 2014, JHR launched the Indigenous Reporters Program. This program aims to increase the quality and quantity of Indigenous stories and voices in the Canadian media by: working with First Nations across northern Ontario to provide long-term journalism and media literacy training; offering scholarship and internship opportunities to emerging Indigenous reporters across Canada; and providing workshops on best practices for reporting on Indigenous peoples, cultures and issues to non-Indigenous newsrooms and journalism classrooms across Ontario, Manitoba and Saskatchewan.

This year JHR will be coordinating its first conference as part of the Indigenous Reporters Program and is seeking a qualified individual to oversee planning and execution of the event.

Job Responsibilities

- Assume the role of main point of contact for planning the conference
 - Liaise with the field coordinator and program managers when necessary to coordinate logistics of the event.
 - Reach out to and schedule panelists (panelists will be shortlisted by JHR staff beforehand).
 - Work with the venue to schedule panels throughout the event.
 - Track conference registration and payments.
 - Troubleshoot and field any inquiries that come in about the event.
- Handle logistics and be the team lead responsible for making sure everything runs smoothly throughout the conference.
- Coordinate travel and accommodations for approximately 25 conference guests from across northern Ontario.

- Organize meals and catering.
- Assist the field coordinator in planning conference itinerary and local extracurricular activities.
- Liaise with JHR communications staff to publicize and promote the conference
- Assist with obtaining sponsorships for the conference.
- Update the JHR Indigenous Reporters Team with weekly email updates and a bi-weekly call as to the progress made.
- Full-time availability the week of July 10-14 to assist with logistical support for the Mookitaakosi conference in Frenchman's Head, Lac Seul First Nation and Sioux Lookout, Ontario.

Experience / Qualifications

- Experience working with Indigenous communities in Northern Ontario.
- Past experience coordinating events.
- Attention to detail.
- Ability to multitask.
- Setting and achieving goals.
- Excellent organizational skills.
- Basic knowledge and experience with managing a budget.
- Excellent written and verbal communication skills in English. Working understanding of Ojibwe, Cree, and/or Oji-Cree is an asset.
- Ability to balance competing priorities and work on a deadline.
- G-class driver's license, with access to own vehicle an asset.
- Indigenous candidates (First Nations, Métis, or Inuit) living in the Sioux Lookout and Lac Seul First Nation area are encouraged to apply.

How to apply:

email: irpmanager@jhr.ca with subject ATTN: Mookitaakosi Conference Coordinator Job by 11:59 PM on Sunday, April 30th, 2017.

*We thank everyone who applies, only those who are shortlisted will be contacted for an interview.
No phone calls please.*