



Coordinator, Honoured Guests/Protocol

About Us

Halifax (Kjipuktuk) is hosting the 2023 North American Indigenous Games (NAIG 2023) from July 15 to 23, 2023. NAIG 2023 will welcome close to 5,000 Indigenous participants from across Turtle Island (North America) to participate in the largest multi-sport gathering in Atlantic Canada of Indigenous people since contact. NAIG 2023 will be supported by 3,000 volunteers in a celebration of Indigenous sport and culture across 16 sports and 8 days of cultural celebrations. NAIG 2023 is organized and executed by the NAIG 2023 Host Society, who is a not-for-profit organization and the employer of this opportunity.

Our Opportunity

The Honoured Guest/Protocol Coordinator is responsible to assist in the development and implementation of the Honoured Guest Program and ensuring proper protocol policies are executed during the Games. Duties will also include the planning and execution of the medal ceremonies and award program.

Role and Responsibilities:

- Develop Honoured Guest Program policy and list of services.
- Liaison with Special Guests leading up to the games and coordinating transportation, accommodations and special services with various Host Society departments.
- Ensure that accreditation and servicing of Honoured Guests are at a level of benefiting their honoured status.
- Supporting in the planning and execution of games medal ceremonies and gifting programs.
- Working with the Cultural Advisor, develop and execute Protocol Policies for Staff and Volunteers with respect to the teachings and beliefs of Indigenous Cultures, focusing on Mi'kmaq culture.
- Liaison with the Marketing department to create an Indigenous community invitation process for events, speaking opportunities and ceremonies.
- Coordinate Opening and Closing Ceremonies Producer and Cultural Celebrations Producers to ensure proper protocol policies are being followed.
- To ensure proper protocol is being followed during all NAIG 2023 related events leading up to and during the Games.
- Other duties as reasonably required. Due to the nature of our organization, and especially during the time leading up to, and during the actual Games, all staff will be required to act in capacities beyond their formal job descriptions.

Qualifications

- Working experience on large, multi-faceted projects.
- Have led or played a role in the planning and executing of a major project requiring elements of this scope.
- Strong knowledge and involvement with local Indigenous communities.
- Experience working with Mi'kmaq/Indigenous communities and organizations.
- Excellent knowledge of Mi'kmaq/Indigenous history, culture, and education.
- Experience working/planning large community events; considered an asset.
- Knowledge and/or ability to speak/understand the Mi'kmaq Language at a high level; considered an asset.

Working Conditions

- **Anticipated start date:** June 27, 2022
- Flexibility in hours, as there will be expectation for some evenings and weekends
- Participating in volunteer engagement and training
- Regular Travel within assigned geographic location may be required
- Outdoor/event work in various types of weather may be required
- Own reliable transportation required, including a valid Class 5 license
- Satisfactory criminal record check and Child Abuse Registry Check must be provided prior to the commencement of the contract.

Work Status:

Temporary full-time contract up to August 2023.

Hours of Work:

35 hours a week and must be willing to work a flexible work schedule.

Salary:

\$35,000 - \$45,000 per annum.

Closing Date:

Applications will be accepted until **midnight June 3, 2022**

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation, should discuss their needs with the recruiter when invited to the recruitment process.

To apply or any questions regarding this position can be directed to Laura Seaboyer at
careers@naig2023.com

Please note: We thank all applicants for their interest in this position. Only those applicants selected for interview/testing will be contacted.