



## Sponsorship Coordinator

### About Us

Halifax (Kjijiktuk) 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

Reporting to the Director, Marketing & Communications, the Sponsorship Coordinator is a specialist who is responsible for planning, coordinating, and delivering on Games sponsorship management and fulfillment of Games' partners. The position will also perform a range of administrative, sponsorship and marketing duties related to the support of the marketing and communications division.

### Role and Responsibilities:

- Responsible for all sponsor communications, deliverables, and fulfillment, along with sponsor evaluation.
- Assist the team in finalizing and managing agreements with new partners
- Review all major deliverables (i.e., signage, print, marketing, hosting, etc.) to ensure quality standards and that sponsor expectations are met.
- Work closely with the division to identify potential issues and/or opportunities within or related to the various partners and their deliverables.
- Ensure sponsor issues are dealt with proactively and in an efficient manner.
- Communicate sponsors' goals and represent the partners' interests in such a way that achieves the partnerships' shared goals, while always working in the best interest of the Games.
- Event Planning, Coordination & On-Site Execution of sponsor deliverables.
- 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 description

### Qualifications

- Diploma or Undergraduate Degree in Marketing, Communications, Public Relations or other related field
- Two (2) or more years of related work experience or a combined equivalent of education and work experience
- French Language skills considered an asset
- Experience working with Mi'kmaq/Indigenous communities and organizations; considered an asset



Working Conditions

- **Anticipated start date:** June 27, 2022 or as soon as possible
- Flexibility in hours, as there will be expectation for some evenings and weekends 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:

\$40,000 - \$50,000 per annum.

Closing Date:

Applications will be received up to midnight on June 3, 2022

Candidates are encouraged to self-identify in this recruitment process under any of the employment equity groups. Preference will be given to applications from qualified Indigenous/Aboriginal persons.

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:  
[careers@naig2023.com](mailto: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.*