



Opaskwayak Health Authority Position Description

Identifying Information

Position Title	Events Planner
Reports To	Operations Manager
Program	Operations
Integrated Care Team	n/a
Date	15-Mar-21

Job Summary

The Event Planner is a key member of the operations department; is assigned key responsibilities; works in a multi-disciplinary team in consultation & collaboration with OHA program managers to develop & deliver programs & services that meet organizational needs; follows OHA policies & procedures; practices organizational & cultural competencies to the highest level; and provides scheduled coverage of operations staff as required.

Key Responsibilities

Events Planning
<ul style="list-style-type: none"> • Organizes & manages existing annual events including annual open house & AGM from concept to completion • Assists in planning, organizing & managing special events for all program areas including locating facilities, contacting & coordinating facilitators, ordering signage, arranging catering, decorations, entertainment, creating guest lists & order promotional products • Works with professional staff to determine the scope of special events, prepares & monitors event budgets, coordinates preparation meetings & assists with ongoing coordination • Assists Learning Circle Facilitators with special clinics and events & activities that; promote communicable disease prevention, provide diabetes education & support, promote clean-up of yards & home environment, raise awareness and provide education about mental health issues, provide training and education to staff/clients, etc. • Assists Community Health Nurses with public information sessions, clinics and educational events as requested • Ensures that all catering, supplies and materials are picked up and/or delivered for events and activities as required • Arranges or provides transportation for visiting guests, dignitaries, group facilitators, trainers, etc. as required • Proactively handle any arising issues and troubleshoot any emerging problems on the event day • Assists all staff with preparing budgets, ordering supplies/materials, developing and creating promotional & educational materials and attends planning meetings for OHA sponsored events as required • Organizes and plans OHA staff days, monthly birthday cakes, OHA Christmas Party and assists with preparation for staff meetings as requested • Ensures that rooms are prepared with appropriate set up, materials and supplies prior to the start of an event or activity
Event Marketing
<ul style="list-style-type: none"> • Liaises with management to develop marketing & media materials, announcements, photo opportunities & presentation / speech requirements • Responsible for all marketing, communications & networking to support OHA special events & assists with development of new opportunities to create community awareness • Coordinates production & distribution of print materials for donor / sponsor & participant solicitation • Market, promote and generate interest in OHA events and activities through advertising and social media • Responds to enquiries from the public via social media regarding events as required • Assist with preparing and distributing pre and post event surveys & evaluations as requested • Create and maintain working relationships with vendors and venues

Volunteer Coordination	
	<ul style="list-style-type: none"> • Provides coordination & direction to volunteers as required for special events • Co-facilitates volunteer committees as required • Assists in recruiting volunteers as needed or requested
Administration	
	<ul style="list-style-type: none"> • Enters information, event invitation & participant lists in OHA software • Creates, distributes & maintains meeting minutes & provides supporting documents • Reviews current activities on an ongoing basis to ensure pre-set plans are on schedule • Submits up to date progress reports at staff meetings • Prepares payment & other authorizations & purchase orders for submission to finance department • Applies OHA standards & procedures to schedule meeting rooms & equipment using booking software • Coordinates room set up, take down & cleaning with maintenance & IT staff • Prepares daily booking schedule & posts in designated locations on a daily basis • Oversees visitor parking authorizations • Provides feedback and reports as required

Education & Training

Education	<ul style="list-style-type: none"> • Diploma – Event Planner or equivalent (required)
Licenses & Certificates	<ul style="list-style-type: none"> • Valid Manitoba Class 5 Driver’s License (required)
Other	<ul style="list-style-type: none"> • None

Knowledge, Skills & Abilities

Knowledge	<ul style="list-style-type: none"> • Knowledge of all aspects relating to pre-event planning, project management, & budgetary management (required) • Knowledge of all relevant legislation, standards, policies & procedures required by the position (required) • Knowledge of standard office equipment (required)
Skills	<ul style="list-style-type: none"> • Proficiency in Windows operating system, Microsoft Office Suite - Word, Excel, Outlook • Excellent listening, communication, & interpersonal skills (required) • Excellent time management & organizational skills (required) • Effective stress management skills (required) • Strong decision making skills (required)
Abilities	<ul style="list-style-type: none"> • Ability to maintain confidentiality of information • Ability to work independently & within a team environment • Ability to communicate in Cree (asset)

Experience

Experience	<ul style="list-style-type: none"> • 2 years - Event Planning experience (required) • Satisfactory employment record including attendance at work (required)
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Employment Checks

- Criminal record check (required)

Supervisory Responsibilities

- None

Organizational Competencies

Client Focus
<ul style="list-style-type: none">• Applies customer service guidelines that are appropriate for the situation• Creates, develops & nurtures culturally appropriate interactions & connections with team members / clients / families / co-workers / service delivery partners / community members• Develops & maintains successful working relationships with team members / clients / families / co-workers / service delivery partners / community members• Identifies & embraces opportunities to provide helpful information to clients & families• Provides exceptional client service & ensures that clients / families perceive that that all staff are invested in attending to their needs• Understands & is sensitive to culturally diverse customs & traditions impacting health care of clients / family• Works with team members to ensure efficient & effective flow of clients through the department
Teamwork
<ul style="list-style-type: none">• Attends staff meetings, training sessions, planning / problem solving sessions, huddles, check-in, etc., recognizing that active participation increases quality of client-focused service delivery• Develops & maintains interpersonal relationship in order to be a fully effective & fully participating team member in a care delivery model that focuses on team building• Mentors new / same position staff in other teams• Participates in committees within the department• Participates in fulfilling the mission, vision, values, goals & objectives of the organization• Serves as a resource to other administrative teams• Supports & participates as an active team member• Works collaboratively with team members / clients / families / co-workers / service delivery partners / community members• Works effectively in a multi-disciplinary team environment
Communication
<ul style="list-style-type: none">• Attends & participate in daily huddles & check-ins as an key component of quality & safety in client care• Communicates issues & concerns promptly to supervisor• Communicates with team members to support & facilitate high quality & safety focused client care• Ensures that verbal & written communication is clear, concise & understood by the listener; asks for feedback• Liaises with internal & external service delivery partners• Practices professional & effective written, oral & interpersonal skills
Quality of Service Delivery
<ul style="list-style-type: none">• Applies knowledge / complies with policies, procedures, best practice guidelines & applicable legislation• Complies with quality, safety & infection control standards• Maintains a clean & orderly work environment• Meets or exceeds attendance standards in order to support team performance• Practices continuous quality improvement to program & service delivery, process & organizational effectiveness• Reports defective or missing equipment & safety hazards• Understands key concepts including same day access, primary care provider continuity, empanelment & integrated care

Quality of Performance	
	<ul style="list-style-type: none"> • Ability to perform job with minimal supervision • Arrives at work & starts on-time in order to support of client-focused care delivery • Develops & monitors a system for tracking / monitoring / managing tasks / actions items / projects • Effectively prioritizes needs, problem solves & makes decisions to the level required by the position • Efficiently & effectively manages multiple tasks / responsibilities • Maintains & develops a high level of computer skills in order to effectively & efficiently access multiple programs that support high quality client service delivery • Maintains professionalism at all times, practices conflict resolution skills with clients & staff • Seeks out & participates in learning opportunities in order to develop practical / technical / professional skills required by the position • Takes responsibility for all work activities & personal actions by following through on commitments

Cultural Competencies

Seven Sacred Teachings	Humility • tapaténimōwin • To accept yourself as a sacred part of creation is to know humility <ul style="list-style-type: none"> • Learn not to be arrogant • Do not think too highly of yourself • Do not want for yourself
	Honesty • tapwéyatisiwin • To walk through life with integrity is to know honesty <ul style="list-style-type: none"> • Be truthful & trustworthy • Use straightforward & appropriate communication • Be honest with yourself as well as with others
	Respect • kistenítamowin • To honour all creation is to have respect <ul style="list-style-type: none"> • Show regard for the values of people & things through appreciation • Don't hurt anything or anyone on the outside or inside • Never take more than you need & always give away that which you do not use • Learn respect & learn balance
	Courage • sōkétahawin • To face life with courage is to know bravery; the personal strength to face difficulties & challenges <ul style="list-style-type: none"> • Have courage • Make positive choices • Stand up for your convictions
	Wisdom • nipwakéwin • To cherish knowledge is to know wisdom <ul style="list-style-type: none"> • To live your life based on your unique gifts is to live wisely • Do not live based on what you wish you were • Live on what you are
	Truth • tapwéwin • To know these things is to know truth <ul style="list-style-type: none"> • Be sincere in action, character & what you say • Pray, every day • Ask for yourself when there is no recourse • And give thanks, always
	Love • sakítowin • To know love is to know peace <ul style="list-style-type: none"> • You must understand and live the other six teachings before you can know love • Attachment is based upon devotion, admiration, tenderness, unselfishness, loyalty & concern • To love yourself is to live in harmony with all creation

Working Conditions

Mental Demands	<ul style="list-style-type: none"> • Frequent interruptions that are disruptive • Occasionally encounter emotionally charged situations
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	<ul style="list-style-type: none"> • Occasional changes in policy / process • Occasional changes in workplace - staff, budgets, etc. • Occasional conflicting work priorities
Physical Demands	<ul style="list-style-type: none"> • Pleasant work environment • Lack of onsite office & / or shared workspace • Occasionally lifting, pushing & pulling up to 50 lbs.
Work Context	<ul style="list-style-type: none"> • Occasionally encounter unpredictable deadlines • Occasionally required to work overtime • Occasional meeting cancellations & / or interruptions

Approvals (required for new job descriptions only)

I certify that this is an accurate description of the responsibilities required of the position & that it forms the basis for the position classification level & the performance appraisal related to this position.

Human Resource Coordinator

Date

Program Manager / Title

Date

Executive Director

Date

Employee Signature (required upon acceptance of job offer)

I have read the foregoing & understand it is a description of the duties assigned to my position.

Signature of Employee

Date