Become an Event Assistant for a Major Project!

The Project
The Centre canadien de recherche sur les francophonies en milieu minoritaire (CRFM) is currently planning a conference entitled “Perspectives on Indigenization among Francophones: Preparing a Common Future in Western Canada” that will take place from March 8 to 10, 2018 at the University of Regina and First Nations University. In order to guarantee the success of this conference and its subsequent related activities, we are looking to hire 4 Métis, Inuit and First Nations students who are able to speak French.

The Position
The successful candidates will have to handle several tasks depending on the project cycle:

**Before the conference:**
- Support the promotion of the event
- Take part in meetings

**During the conference:**
- Welcome guests
- Take pictures and write Facebook posts
- Support the coordinator in logistics tasks (catering, liaising with speakers)
- Take notes during round tables

**After the conference:**
- Take part in meetings
- Organize a student forum that will take place in fall 2018 (the forum’s aim is to discuss students’ perspectives in terms of indigenization)

Benefits for Students
- Gain work experience in event management, project management and communication;
- Expand your knowledge regarding indigenization issues;
- Develop your leadership in a university setting;
- Increase your chances to get scholarships;
- Get a letter of recommendation from the CRFM.

The number of hours per week is variable depending on the the project cycle. There will be more work hours near the Conference (February and March 2018) and the Student Forum (October 2018).

The hiring is on a semester basis. Students interested by the Student Forum in October 2018 must apply again at the beginning of September 2018.
Requirements
- Be a full-time student at the University of Regina or First Nations University;
- Must have a good command of the French language;
- Must have a strong interest in event management and indigenization issues;
- All First Nations, Metis and Inuit students are strongly invited to apply for this position;
- Must be available on March 8, 9 and 10, 2018 (if you are not available for the three days, you must be at least available for two 4-hour time slots on March 9 and 10).

Spots are limited!
In order to take part in the recruiting process, you just have to send your application (CV and a short cover letter) before February 15 at crfm.cite@uregina.ca