



**Gallagher**

Insurance | Risk Management | Consulting

## The Organization

AIOC is a historic game-changer that is a win-win for Indigenous Peoples in Canada and Alberta's natural resources, agriculture, telecommunications, and transportation sectors.

Alberta Indigenous Opportunities Corporation (AIOC) was created to enable greater Indigenous community investment in medium to large-scale natural resource projects that benefit Indigenous communities and the Alberta economy. Many Indigenous communities see sustainable resource development as a key to their prosperity, however, barriers such as access to capital continue to impede their participation. AIOC bridges the gap between Indigenous groups wanting to be commercial partners in natural resources, agriculture, telecommunications and transportation sectors and their financial capacity. With a pledged financial backstop of up to \$1 billion in Indigenous investments, AIOC reduces the cost of capital for Indigenous groups and supports their ability to raise capital to invest in resource projects. More specifically, AIOC provides loan guarantees for approved projects ranging between \$20 million and \$250 million in value, with the loan proceeds to be used by Indigenous partners to acquire equity stakes in low-risk projects, initiatives, or companies.

AIOC is a Crown corporation established through the Alberta Indigenous Opportunities Act and provides practical measures such as increasing access to capital for Indigenous communities, to increase Indigenous investment and participation in Alberta's economy. AIOC provides:

- investment, technical, and financial support for projects that support the responsible development of Alberta's resources; and
- support to projects that will provide a positive return on investments for Indigenous communities and Alberta

For further information about AIOC please visit their website at [www.theaioc.com](http://www.theaioc.com)



## The Opportunity

<b>Reports to:</b>	Vice President, Engagement
<b>Location:</b>	Calgary

## Mandate

Reporting to the Vice President, Engagement, the Engagement Coordinator provides a wide range of administrative support primarily to the VP. This role will be responsible for the daily organization and coordination of operations within the VP Engagement team by acting as a first point of contact with internal and external parties and handling correspondence as required.

The Engagement Coordinator will act as a liaison for the VP between Indigenous communities, industry and other stakeholders, Engagement team, and other branches within AIOC, while ensuring all engagement activities, events, social media representation and presentations are aligned with AIOC's purpose and vision. Utilizing a passion for communications and partner relations, the role will offer support and foster collaboration with team members and external parties. The successful candidate will be an individual who can manage multiple tasks with competing priorities and tight timelines, is professional and friendly and, can work both independently and as part of team.

## Key Accountabilities

The position will include the following responsibilities:

### Administration

- Coordinates and maintains the VP Engagement's schedule within the AIOC and externally (calendar and email and other online communications such as Teams, Zoom, conference calls etc.), using knowledge of priorities and relationships to respond to requests for meetings and information
- Liaises with Indigenous communities and a range of stakeholders to ensure effective information flow to and from the VP Engagement
- Provides project management functions to the VP Engagement and branch to support the coordination of multiple activities and initiatives
- Tracks, monitors, and follows up on action items including communication needs from the executive leadership team and staff, board meetings or commitments made by the VP Engagement
- Collects and prioritizes discussion items for meetings and prepares agendas both internally in AIOC and externally
- Independently researches, provides analysis, prioritizes, and follows up on multiple incoming issues and concerns addressed to the VP Engagement and staff, including those of a sensitive and/or confidential nature by finding solutions and reporting them to the appropriate personnel
- Directs and/or handles enquiries through email requests, online telephone calls. Responds to enquiries on behalf of the VP Engagement or refers to appropriate staff member for reply
- Assesses and modifies branch administrative process to meet the changing needs of the VP and AIOC, including budgetary needs and office related expenses.
- Liaises with Government of Alberta ministries and external organizations as required



## Event Management

- Work in conjunction with the Engagement Managers and AIOC staff to organize and execute all events (conferences, luncheons, learning sessions, social events etc.)
- Deliver service excellence by providing a personalized, professional, and seamless experience to all event attendees whether online or in-person
- Development of tools that reflect timelines and processes to manage, track and follow up on multiple events and priorities for the coming year
- Negotiate quotes for projects with our service providers

## Social Media

- Create, edit, publish, and share content that builds meaningful connections and encourages community engagement online
- Plan, implement and monitor strategies to maintain and increase online presence and improve AIOC reach
- Create publishing schedules
- Continuously improve metrics by capturing and analyzing the appropriate social data/metrics, insights, and best practices
- Respond to inquiries through social networks
- Work with Engagement team, and AIOC staff, as well as externally with Indigenous peoples, communities, and stakeholders to grow the company's social following organically
- Ensure social media content adheres to all AIOC policies

## Why work with us

- Be part of a leading organization that is bridging the gap between Indigenous communities or groups seeking opportunities for commercial partnerships in major projects that further support their communities
- The Engagement Coordinator is a newly created position, and the successful candidate will have the opportunity to demonstrate their ability to integrate with the Engagement team and grow with the organization

## First Year Deliverables / Measures of Success

Success in the first year will be determined by the candidate's ability to:

- Demonstrate full and complete technical knowledge to effectively answer all queries
- Pro-active planning to create efficiencies, including identify gaps, challenges, and opportunities to contribute to fulfilling the AIOC mandate
- Build trust, gain buy-in and credibility with the Vice President, Engagement team, Leadership team, and those that have a direct interface with such as Indigenous communities, and stakeholders
- Demonstrated ability to prioritize responsibilities, display agility with a positive can-do attitude, and take initiative in a leadership role to assume tasks when necessary
- Continue to grow and expand the role adding increased efficiency and effectiveness of service delivery for AIOC



## Candidate Experience

The successful candidate will have the following:

### Education

- Post-secondary administrative/management courses
- Bachelor's degree in Marketing, Communication, or Public Relations or related degree preferred

### Experience

- Experience in Indigenous and stakeholder engagement activities and tools would be an asset, but not required
- Experience with a Crown corporation, public sector or professional association or mid-large-scale company in a lead administrative role
- Strong computer skills advanced knowledge of Microsoft Office, including Word, Excel, Outlook, and PowerPoint Windows, Adobe, Acrobat Reader and/or Writer and Outlook and teams
- Project management experience to ensure that initiatives are tracked and completed on time and within budget
- Experience working in a start-up environment is considered an asset
- Knowledge how to optimize social media content to increase engagement
- Knowledge of basic budget procedures

### Competencies and Attributes

- Willingness and ability to work flexible hours
- Highest degree of privacy and confidentiality, political acumen, a sense of integrity and discretion are required
- Conflict resolution, decision-making and negotiation skills including the ability to influence the actions of others
- Positive can-do attitude and able to contribute to a healthy work culture and positive team environment
- Superior time management skills and comfortable with managing multiple projects and multi-tasking
- Ability to 'think outside the box' has a proven record of accomplishment of creative problem solving and flexibility
- Ability to build and maintain good working collaborative relationships with multiple interested parties including Indigenous communities, and other stakeholders
- Ability to manage numerous administrative tasks, determine relative importance of each, set deadlines and complete projects accordingly. Ability to prioritize and distribute work assignments based on urgency
- Strong interpersonal, written, and verbal communication skills
- Attention to detail and accuracy
- Ability to take initiative to independently begin, track and complete projects

## Diversity and Inclusion Statement

Diversity and Inclusion are the foundation for Indigenous prosperity. AIOC is committed to employing and working with people and companies with a wide variety of backgrounds and worldviews. This ensures a diverse and inclusive organization that is effective in working with Indigenous communities, building prosperity, and having a positive impact.

### How to Apply

Please send your resume in Word or PDF format to: [ltomney@optimumentalent.com](mailto:ltomney@optimumentalent.com). Copy and Paste the following job title and code and place it in the subject line of your email so we can identify the job and confirm receipt of your application:

A024961 (ARHU-674401) Engagement Manager – Alberta Indigenous Opportunities Corporation - AB - Calgary and Area (OTIAPPLY)

Please note that only those candidates meeting the selection criteria, established by our client, will be contacted further.