

Student Conference Coordinator - Indigenous Social Work

University of Calgary has 2 Positions Available

Position Overview

The University of Calgary seeks Student Conference Coordinators to support the planning and execution of the 7th International Indigenous Voices in Social Work Conference (IIVSW). These roles will focus on organizing professional excursions for conference delegates within Calgary and across Treaty 7 territories, highlighting community and organizational Indigenous approaches to social work and child health and wellness.

Key Responsibilities

- Plan and coordinate excursions for up to 400 conference delegates to visit Indigenous social work and child health and wellness organizations and/or cultural sites within Calgary and First Nations communities in the Treaty 7 region.
- Connect with and maintain respectful relationships and communications with First Nations communities, Indigenous social work and child health and wellness organizations, and the IIVSW organizing committee
- Follow cultural protocols when engaging with First Nations communities and Indigenous social work and child health and wellness organizations.
- Coordinate logistics for First Nations community and Indigenous organization visits, including transportation and scheduling
- Manage honoraria, gifting, and offerings during First Nations community and Indigenous organization engagements
- Support conference logistics during the main event (August 12-15, 2025)

Required Qualifications

- Strong understanding of Indigenous cultural protocols
- Excellent relationship-building and communication skills
- Strong organizational and planning abilities
- Demonstrated commitment to being a good relative in Indigenous contexts
- Ability to travel to First Nations communities in the Treaty 7 region.
- Valid driver's license and reliable transportation

- Must have \$1 million in vehicle personal liability insurance
- Must have vehicle insurance for specifically for business travel
- Must complete the UCalgary's online "Defensive Driving Course" prior to travelling for business purposes.

Hours and Duration

- February – April 2025: 10-15 hours per week
- May 1 – August 15, 2025: 30 hours per week
- Daily work intervals of 3-7 hours
- Work hours to include time spent travelling to community
- Must be available August 11 – 15, 2025 for the conference
- Conference Location: MacEwan Hall, University of Calgary
- Work hours to exclude statutory holidays
- Given the engagement nature of the role, most of the work hours will be in-person

Compensation and Benefits

- \$25 - \$27.00 per hour (commensurate with education and qualifications)
- Mileage reimbursement (\$0.65/km) for community visits
- UofC laptop provided for duration of employment term

Reports to

IIVSW Organizing Committee.

Student Conference Coordinators to attend the bi-weekly committee meetings to report on their progress, seek advice, and receive direction.

How to Apply

Please email a brief statement of interest in the role (not to exceed 2 pages) and resume to terry.poucette@ucalgary.ca and lrigaux@ucalgary.ca (Lorina Rigaux)