

The Living Breath of wəłəbʔaltx^w: Indigenous Foods and Ecological Knowledge Symposium

Coordinator Position Description

Position type: Temporary Hourly

Duration: Jan. 5 - June 30, 2022

Compensation: \$25/hr (8-12 hrs/wk)

The Living Breath of wəłəbʔaltx^w Indigenous Foods and Ecological Knowledge Symposium committee is seeking a temporary part-time coordinator for their 2022 event to be held in May in a hybrid format (in-person with virtual participation). The Living Breath Food Symposium is hosted by the University of Washington's (UW) American Indian Studies Department, the UW's wəłəbʔaltx^w Intellectual House, and the Na'ah Illahee Fund. This event brings people together to share knowledge on topics such as traditional foods, plants and medicines; environmental and food justice; food sovereignty/security; health and wellness; and treaty rights. This Symposium serves to foster dialogue and build collaborative networks as Indigenous peoples strive to sustain our cultural foodways and preserve healthy relationships to the land, water, and all living things. The Symposium is an annual event that honors UW's wəłəbʔaltx^w Intellectual House that opened its doors in 2015.

Work hours, location, and pay rate

Work schedule to be determined in collaboration with the committee members. Pay rate is \$25 per hour for approximately 8-12 hrs/week. Work location is remote with possible in-person meetings (depending on Covid-19 restrictions). The event is currently planned as a hybrid event and this position will be expected to be present at the live event. Position is administered through the UW American Indian Studies department.

Position Summary

The Coordinator will work under the direction of the committee chair and collaborate closely with the Living Breath (LB) planning committee. The Coordinator is responsible for the coordination of the 2022 Living Breath Symposium, which will be held in early May. In this position, the Coordinator will be the main contact person for this event and will also be overseeing and managing the Living Breath website, event technology, presenter recruitment and support, and participant registration.

Responsibilities and Expectations

- Meet regularly with the LB committee chair for direction and to report progress.
- Attend and participate in LB committee planning meetings.
- Oversee all aspects of planning, hosting, and marketing of the event.
- Manage registration process.
- Serve as contact person for Symposium presenters/participants.
- Lead communications and logistics for presenters and guests.
- Update website content (ie. presenter's videos, promotional material).
- Support LB committee planning meetings by taking notes and following up with project tasks.
- Create visual and written promotional materials for Social Media sites.
- Illustrate effective time management and communication of event outcomes.
- Friendly, reliable, and committed to a successful Symposium.

Qualifications

- Experience coordinating Indigenous-led events and/or events that focus on Indigenous food sovereignty/security, environmental justice, and/or health and wellness.
- Work well as a member of a team and independently.
- Proven leadership abilities including effective oral and written communication skills.
- Creative problem solving skills, ability to balance a variety of duties, and attention to detail.
- Experience and high comfort level with computer technology and software programs (Google Suite, Zoom, Wordpress, Eventbrite, and social media).

Desired Qualifications

- Proven experience and knowledge of in-person and/or virtual conference platforms.

Benefits

- Develop experience in digital/virtual event planning and coordination.
- Create relationships with Indigenous peoples and communities.
- Gain experience in time management, balancing multiple tasks and priorities, planning, event organizing, marketing, communications, and prioritizing work.

Supervision

This position will report to the Living Breath Committee chair, Dr. Charlotte Coté.

How to Apply

Priority deadline for consideration is December 3, 2021.

Submit the following components:

- 1) Resume
- 2) Cover letter describing your interest in the position and relevant experience in coordinating a similar event.

Submit application materials via [Google Drive: https://forms.gle/adqsBjXZBVXq2816A](https://forms.gle/adqsBjXZBVXq2816A)

If you have any questions, please contact Dr. Charlotte Coté at clotise@uw.edu.