



Naut'sa mawt

Job Title	Reporting Coordinator	Organization	Naut'sa mawt Event Management
Rate	\$65,000-70,000	Department	Engagement Department
Position Type	Full Time Permanent, 35 Hours per week	Supervisor	Manager, Engagement Department
Apply	Please send your resume and cover letter to gerritw@nautsamawt.com		

Summary

Guided by values deeply informed by our Indigenous roots, Naut'sa mawt Event Management offers event management services that are inherently culturally safe and respectful, and prides ourselves on the continual and respectful integration of Indigenous cultural activities and ceremonies in the events we manage.

The Reporting Coordinator supports Naut'sa mawt Event Management's Engagement Department by delivering high-quality written content and assisting with key administrative tasks. This role involves collaboration with internal team members, contractors, clients, and other stakeholders.

In this position, you will be responsible for attending meetings and events, taking accurate and detailed notes, and compiling them into well-edited and succinct summaries, reports, transcripts, and reference documents. You will also assist with administrative functions such as scheduling, document organization, client engagement, internal communications, and supporting the overall workflow of the Engagement Department.

Responsibilities:

Support Naut'sa mawt Event Management, under supervision of the Manager, Engagement Department, in providing our clients with the following services, ensuring that quality standards are maintained and consistently delivered in all areas of responsibility. These services include, but are not limited to:

- Notetaking Services
- Report Writing Services
- Transcription Services
- Meeting Summaries
- Administrative Services

The Reporting Coordinator is responsible for coordinating and delivering the reporting services for assigned projects, serving as a primary point of contact for clients throughout the project lifecycle. Working collaboratively with multiple team members, the Reporting Coordinator helps guide the client experience from the initial kick-off through to the delivery of final reporting products, ensuring clear communication, high-quality deliverables, and an exceptional client experience. In doing so, they will:

- Participate in client kick-off meetings, discovery calls and ongoing client meetings to understand project objectives, reporting requirements, timelines, and client expectations.



Naut'sa mawt

- Coordinate reporting activities throughout the project lifecycle, maintaining regular communication with clients and internal team members to ensure work progresses as planned.
- Communicate closely with the Manager, Engagement Department or Engagement Specialist in advance of assigned engagements and events to ensure a shared understanding of the scope of work, objectives, and reporting approach.
- Developing and adhering to project work plans including tracking deliverables, timelines, responsibilities, and budgets, to support effective delegation and progress tracking
- Collaborating closely with internal departments, including Event Planning and Arts & Décor, to ensure integrated planning and delivery of events
- Accurately capture and summarize important information and key takeaways during assigned in-person and virtual meetings, engagements, and conferences into a variety of written products as requested by clients.
- Synthesize raw notes into what we heard reports, meeting summaries, brochures, infographics, transcripts, and other reporting products that provide a comprehensive overview of participant input, summarize key themes, and appropriately represent the diversity of perspectives shared.
- Prepare, review, and coordinate the delivery of final reporting products to clients, ensuring all deliverables meet organizational quality standards and agreed-upon timelines.
- Escalate project risks, scope changes, or client concerns to the Manager, Engagement Department, as appropriate, while maintaining a positive and responsive client experience throughout the engagement.

In the delivery of written works on behalf of Naut'sa mawt Event Management, the Reporting Coordinator will thoroughly proofread and edit all written work to ensure clarity, accuracy, and adherence to company standards and client expectations. During the editing process, the Reporting Coordinator will:

- Review and edit all written content for grammar, punctuation, spelling, style, and consistency.
- Review meeting/event recordings to ensure details and quotations are accurately captured.
- Remain receptive to feedback and corrections, continuously striving for improvement in notetaking and report writing practices.
- Utilize Naut'sa mawt Event Management writing and formatting guidelines unless otherwise directed.
- Compile and deliver all written works in a timely and efficient manner in accordance with deadlines.
- Maintaining strict confidentiality and exercises sound judgment and discretion when dealing with sensitive issues
- Manage multiple projects simultaneously

The Reporting Coordinator will also support in the strategic development of Naut'sa mawt Event Management's Engagement Services department through:



Naut'sa mawt

- Assisting with preparing and delivering quotations, RFPs, proposals, and contracts for reporting services
- Supporting broader sales and marketing initiatives including drafting communications and promotional materials, template creation and other duties as requested
- Assisting with research and development of tools to support the Engagement department's products, services and internal processes
- Monitor areas of responsibility for opportunities for improvement and innovation and work proactively to implement these ideas.

Perform professional administrative and clerical duties in accordance with Naut'sa mawt Event Management approved practices, policies, and service standards including:

- Maintaining electronic and hard copy filing system as directed
- Opening, sorting, scanning, coping, emailing, and distributing incoming/outgoing correspondence/documents when applicable.
- Accurately updating information into company CRM
- Participating in staff meetings, retreats, strategic planning sessions and other staff events as requested by the President and Manager, Engagement Department.
- Maintaining strict confidentiality and exercising sound judgment and discretion when dealing with sensitive issues
- Participating in Indigenous cultural training and remaining up to date on Indigenous cultural practices, traditions, and best practices to enhance the representation and experience of Indigenous events.
- Carrying out other duties as assigned that are essential to the position as directed.

Education and Professional Experience

- Minimum 3 years' experience in a related field. For example, communications or journalism
- Completed bachelor's degree or higher.
- Proficiency in Adobe Acrobat and Microsoft Suite programs including Word, Excel, and PowerPoint
- Experience working with Indigenous communities is considered an asset.
- Bilingual in English and French, or knowledge of Indigenous languages is considered an asset.

Knowledge, Skills, and Abilities

- Proficient reading and writing skills, including strong proofreading, and copyediting abilities.
- Skilled at analyzing and summarizing information
- Confident in providing feedback to contractors regarding their work and writing.
- Ability to work independently and act on own initiative.
- Proactive and able to manage multiple projects while meeting deadlines
- Excellent interpersonal and communication skills, both written and spoken

Other

- Ability to attend events located across Canada is required.



Naut'sa mawt

- May be required to work nights, weekends, and holidays.
- Adherence to Naut'sa mawt Tribal Council policies and procedures
- Note: This is a remote position for those located within the Lower Mainland BC or Vancouver Island area. Ability to attend company meetings / events within this area is required.