

**About Raven Events and the Aboriginal Business Match**

Raven Events is a Tla'amin-based event management company that owns and produces the Aboriginal Business Match and the American Business Match (ABM), technology-facilitated tradeshows that connect Aboriginal and non-Aboriginal decision makers to create opportunities for business. We produce seven to nine shows across Canada annually and are preparing expansion into the USA for 2018.

Our small close-knit team is hyper-productive, ambitious and the quality of our work and events is second to none. Our company culture suits individuals that are driven, creative, independent and take pride in the results of their efforts. We have a reputation for excellence amongst partners, suppliers and event delegates alike and are looking for an individual who understands that representing our brand with edge and competence is an essential part of the job. As we are small in size but large in scope, working with us offers the opportunity to connect with Aboriginal communities and innovative companies across North America and the satisfaction to be an active creator of success for us and the delegates who attend our events. Our expansion plans provide opportunity for professional growth and work days that are never dull.

**About the Position of Connections Coordinator**

- The Connections Coordinator works with the Connection Managers to recruit quality delegates to ABM that contribute concrete business opportunities to the international ABM Network. This involves the continuous process of understanding traditional territories and their economic activity, the priorities of community and corporate decision makers and the opportunities in Aboriginal business development in Canada and the US.
- The office location is at 6690 Sliammon Road. Office hours are 8 to 5 Monday to Friday with some flexibility.
- Full time, remuneration based on experience and skills.

**Required Personal Attributes and Qualifications**

Only strong team players, who have their team mates' back, will thrive in this job.

You must be an information seeker and interested in what's going on around you, from local politics to global trends. You must be able to think in multiple dimensions with an entrepreneurial desire to innovate, expand, develop, connect, improve, complete and question. You must want to own your role with Raven Events and handle yourself and your tasks with professionalism, efficiency, proficiency and the expectation to excel. You must be able to negotiate and communicate competently with current and potential members of the ABM Network with a focus on making an individual, succinct and accurate business case for ABM participation.

The Connections Coordinator also participates in the ongoing refinement of our international sales and brand development strategy. If you think your approach is the best and you can present and defend your ideas to a strong team, you may have what it takes.

You must be able to operate the Microsoft Office Suite with proficiency, be well-versed using social media platforms and commonly used software applications. Ideally you have training and experience with a CRM software like Insightly. However, skills can be trained. The right attitude is essential.

**How to Apply**

- Email your application with cover letter to [info@ravenevents.ca](mailto:info@ravenevents.ca). For questions call 604-483-3532.
- Visit [www.aboriginalbusinessmatch.com](http://www.aboriginalbusinessmatch.com) to get familiar with who, what, where and when!
- Only those who will be invited for an interview will be contacted.
- **Application deadline is Friday, August 4, 2017.**