

Employment Opportunity



Skowkale First Nation

Position Title: *Events Coordinator*

Position Location: *Chilliwack, BC*

Salary Range: *Level 4 \$22.94-\$31.08 depending on education & experience*

Work Term: *Full Time*

Position Overview: The Events Coordinator will work independently and closely with internal departments to manage events from the planning phase through execution and wind up. Events could be during the day, evening and on weekends. The Events Coordinator will primarily coordinate and administer a wide range of meetings, events of various sizes, managing facilities bookings and travel arrangements.

Responsibilities and Duties:

- Organize and coordinate all events.
- Community events - career fairs, education awards, wellness events, cultural ceremonies, gatherings, etc.
- Holiday events - Community Christmas, Easter, Halloween, Aboriginal Day, Truth and Reconciliation Day, Pink Shirt Day etc.
- Coordinate the successful execution of workshops and staff get-togethers, including the annual Christmas party and meetings where necessary.
- Draft, manage and finalize all project plans, budgets and timelines
- Documenting and tracking all events and providing regular progress updates
- Manages all facility rentals and booking requests
- Responds to all rental inquiries in timely fashion
- Liaising with external suppliers
- Be onsite during rentals/events and or coordinator staff presence during rentals
- Ensuring rental spaces are cleaned and inventory is maintained
- Monitor office supplies and inventory
- Write and prepare update all communications related to events
- Manages all travel bookings for staff
- Maintains a list and inventory of all swag and promotional materials
- Assist in support Executive Directors calendar as needed
- Performs other job related duties as directed.

Knowledge, Skills, and Abilities

- Minimum one (1) year experience in an office or administrative role working with First Nation communities or equivalent experience
- Project Management skills and experience with be viewed as an asset
- Valid B.C. Class 5 Driver's license
- Knowledge, respect and understanding of Stó:lō and First Nations culture, traditions and language is considered an asset.
- Exceptional attention to detail, high level initiative and excellent follow up skills
- Organized with the ability to prioritize and multi task
- Excellent interpersonal and communication skills
- The capacity to work independently with minimal supervision and collaboratively within a team
- Fundamental knowledge of MS Word, Excel, PowerPoint, Outlook, and computer skills
- Work effectively under pressure to meet deadlines.
- The ability to gather, analyze and summarize information to support planning, coordinating, and executing events and projects.

Terms of Employment:

- Employee signs a standard form contract of employment.
- To ensure the health and safety of all employees and members of the community we have adopted a mandatory vaccination policy
- If no exemption applies, deductions will be made at source according to law.
- If applicable, employer contributions will be made at prescribed rates to CPP, EI, WCB and vacation pay.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Preference may be given to candidates of Indigenous ancestry **s16(1) CHRA**. and have knowledge of local First Nations traditional customs and practices.

HOW TO APPLY

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to careers@jouta.com. Position open until filled.