

Employment Opportunity



Skowkale First Nation

Position Title: *Facilities Worker*
Position Location: *Chilliwack, BC*
Salary: *\$20.04 - \$24.66 based on Education & Experience*
Work Term: *One Year Term*

Position Overview: The Facilities worker will be responsible for ensuring that all facilities and event spaces are well-maintained, set up, and equipped to meet the needs of various events hosted by the Skowkale First Nation. This role requires a proactive and flexible individual who can work collaboratively with event organizers, vendors, and other staff members to create a positive and seamless event experience.

Responsibilities and Duties:

Event Set-Up and Takedown:

- Prepare event spaces according to event requirements, including arranging furniture, setting up equipment, and ensuring proper signage.
- Collaborate with event organizers to understand specific setup needs and configurations for different types of events.
- Must be able to lead and unload tables and chairs from racks.

Facilities Maintenance:

- Conduct regular inspections of event spaces to ensure cleanliness, safety, and functionality.
- Address any maintenance issues promptly, including but not limited to lighting, HVAC, and audio-visual equipment.
- Snow removal/ preventative measures at buildings

Equipment Management:

- Manage the inventory of event-related equipment and ensure it is properly stored and maintained.
- Coordinate the delivery and pickup of equipment with vendors and internal teams.
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Collaboration:

- Work closely with the events team to understand event schedules and requirements.
- Communicate effectively with various departments to coordinate logistical support for events.

Problem Solving:

- Identify and address any issues that may arise during events, ensuring a quick and efficient resolution.
- Provide on-site support during events to handle unforeseen challenges and ensure a smooth event experience.
- Other duties or responsibilities as assigned by your supervisor, Manager, Director

Knowledge, Skills, and Abilities

- Experience and knowledge of First Nation culture and working with First Nations and citizens.
- Strong organizational and multitasking skills with the ability to prioritize tasks in a fast-paced environment.
- Excellent communication and interpersonal skills to collaborate with internal teams, vendors, and event organizers.
- Knowledge of basic audio-visual equipment and event setup requirements.
- Physical ability to lift and move heavy equipment and furniture.
- Ability to work flexible hours, including evenings and weekends, based on event schedules.
- Ability to problem solve and take action when necessary

Training, Education, Certification, and Experience

- High school diploma or equivalent; additional certifications in facilities management or related field is a plus.
- Proven experience in facilities management, event support, or a related role.
- Valid B.C. Class 5 Driver's license.

Working Conditions:

- Shared workspace.
- Engaging with members.
- Interacting with outside contractors, and the general public.
- Heavy lifting

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.