



EMPLOYMENT OPPORTUNITY

EVENTS COORDINATOR

RE-POST

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Events Coordinator** to join our Administration. The Events Coordinator reports to the Administration Manager and is responsible for overseeing the planning, design, budget, production, promotion and overall coordination of Henvey Inlet First Nation community events. The Events Coordinator will recruit volunteers, purchase supplies, set-up and decorate venues, create promotional materials and arrange catering when required. This position requires exceptional time-management and organizational skills and superior attention to detail.

Henvey Inlet First Nation offers competitive wages, paid vacation and personal emergency days, an incredible pension and benefit package, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.

MAIN RESPONSIBILITIES

The Events Coordinator will be responsible to:

- Plan and coordinate all major HIFN community events including the Easter Breakfast, Loonie Auction, Anishinaabe Day, HIFN Powwow, Indigenous People's Day, Truth and Reconciliation Day and the Community Christmas Party
- Submit event plans with budget forecasts to the Director of Finance/Administration for prior approval
- Assist peers with coordinating other program activities as required throughout the year including March break activities, youth summer programming activities and other department programming activities as required
- Establish a special events committee to assist with event planning and facilitation
- Recruit volunteers for community events and delegate tasks
- Pursue sponsors with fundraising opportunities and receive donations for community events
- Source and apply for program funding through various external government agencies and funding providers
- Obtain quotes for event materials, supplies and equipment
- Establish and monitor event budgets and ensure it remains within the established budgetary parameters
- Source event locations and venues and conduct site visits
- Manage vendors and suppliers
- Invite and book artists, entertainers, speakers, exhibitors and facilitators regarding community events and liaise with them throughout the entire process
- Arrange appropriate accommodations for event facilitators and guests
- Order and coordinate the delivery of event materials, supplies and equipment
- Manage supply inventory and keep track of items in storage
- Ensure security of all HIFN materials, décor, supplies and equipment at all times
- Recruit caterers to prepare meals for community events
- Complete cheque requisitions including sales receipts and/or invoices for event expenses, and submit according to Finance department payment schedule
- Coordinate Elder transportation to and from community events

- Manage internal and external event communications
- Create promotional flyers for community events and distribute throughout community via internal communication boards, community newsletter and HIFN website and Facebook page
- Work collaboratively with the Maintenance Department to prepare event locations
- Set-up and decorate event venues and disassemble and clean-up venues afterwards
- Maintain detailed and accurate event files such as exhibitor databases, contact and financial information
- Produce reports on event successes/failures and address any obstacles and opportunities encountered for consideration in future events
- Assist with the completion and submission of various department reports to applicable Ministries, Governments and funding providers in a timely manner as required
- Adhere to all HIFN policies and procedures
- Participate in continuous learning opportunities to maintain up-to-date knowledge on current industry regulations, trends and practices
- Participate in mandatory training workshops as required
- Attend and actively participate in team, staff and community meetings
- Other duties as assigned from time to time by the Administration Manager, Director of Finance/Administration, or Chief and Council

QUALIFICATIONS

- Grade 12 diploma or equivalent **required**; Post-secondary degree or diploma in Business, Marketing, Public Relations or a related field *preferred*
- 3+ years of event coordination experience preferred
- Previous fundraising experience an asset
- Previous financial and budget management experience preferred
- A strong understanding and ability to represent and promote First Nations' cultures, values and history
- Knowledge of Henvey Inlet First Nation history, community and practices
- Previous experience working within a First Nations organization preferred
- Ability to build and maintain lasting, respectful and professional relationships with other departments, key business partners, and government agencies
- Current First Aid and CPR Level C
- Able to provide a satisfactory Criminal Record Check (CPIC) including a Vulnerable Sector screening
- Valid Class G driver's license with access to a reliable, insured vehicle
- Excellent client relations and interpersonal communication skills
- Strong written and verbal communication skills
- Strong public speaking and customer service skills
- Exceptional organization and time-management skills
- Ability to adapt to changing work demands and manage competing priorities
- High level of attention to detail and a high degree of accuracy
- Professional attitude and a strong work ethic
- High level of sound and independent judgement and reasoning skills
- Highly self-motivated with an ability to work independently and with little supervision
- Proficient with Microsoft Office programs including Word, Excel, and Power Point and the use of general office equipment
- Willingness to travel for work when needed
- Willingness to work flexible hours, including evenings and weekends as needed

HOURS OF WORK

Full-Time – 35.5 hours per week

WORK LOCATION

In-office

REMUNERATION

Based on experience

START DATE

As soon as possible

APPLICATION DEADLINE

Open until filled

Those interested in applying should submit their resume, cover letter, driver's abstract and CPIC in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickereel River Rd.

Pickereel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: recruitment@henveyinlet.com

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.