



# CONTRACT OPPORTUNITY: EVENTS COORDINATOR

Salary: \$15 - 20.00 / hr. (depending education and experience)

**Whitefish River First Nation is looking for a motivated and energetic Events Coordinator to join our team! Some sample events to coordinate are:**

- King's Day Feast
- Baby Welcoming
- Winter Carnival
- Little NHL
- Solstice Ceremonies (all seasons)
- Hockey Banquet
- Indigenous Day
- Graduations
- Staff luncheons/gatherings
- Pow Wow
- Halloween
- Thanksgiving
- Remembrance Day
- Movember
- Christmas parade

The Events Coordinator will be responsible for planning and executing WRFN community and staff events from start to finish with a strong focus on *health and wellness*. The successful candidate will be able to think quickly on their feet and work well under pressure as well as to work independently during the planning process and within a team environment to ensure a successful event.

The Events Coordinator will provide support to the Whitefish River First Nation as required with regards to registration, attendee management, reporting and other administrative needs. The Coordinator will also be responsible for the reconciliation and facilitation of event payments of the events. Under the Supervision of the Band Manager, the Events Coordinator will:

- Will work within a budget for each event; and reconcile at the end of the event;
- Custom orders of promotional items or gifts (if required);
- Book meetings to finalize event details with applicable persons and/or WRFN departments;
- Book applicable event venue; Organize and assist with event set up and clean-up;
- Ensure event publishing/advertising is circulated to the community and staff in a timely fashion;
- Create comprehensive event list, timelines and outcomes;
- Finalize vendor purchase orders including but not limited to rental of items required for event;
- Create floor plans for the events;
- Order applicable items and/or gifts required for the event (and within budget);
- Catering coordination and booking; Book Audio Visual Technicians if required;
- Assist with all other duties as assigned.

## QUALIFICATIONS:

- Experience with event planning;
- Experience with customer service and/or relations;
- Able to work independently;
- Some knowledge of Audio / Visual Equipment;
- Works well under pressure; problem-solver;
- Knowledge of catering and food service;
- Excellent written and verbal communication skills;
- Must have **advanced** computer skills, specifically with Word (for general correspondence, agendas, place cards, invitations and posters), Excel (for RSVP lists, function sheets, contact sheets) and PowerPoint (for presentation).

**Applications will be accepted via email, fax, and mail or in person to the attention of:**

### **CONFIDENTIAL:**

**Andrea McGregor, Human Resources Coordinator**

Whitefish River First Nation; 17-A Rainbow Ridge Road; P.O. Box 188; Birch Island; ON P0P1A0

Email: [andream@whitefishriver.ca](mailto:andream@whitefishriver.ca); Fax: (705)285-4532

Applications must be submitted by **October 24, 2019** by 12:00 p.m. and must include the following:  
Cover letter, resume, and 3 reference names (with contact information).

**\*\*Successful applicants will be contacted via phone or e-mail for an interview.**