



Whitefish River First Nation

EMPLOYMENT OPPORTUNITY EVENT COORDINATOR

Term: Full-time

Hours: 35 hours per week

Salary: \$49,036 - \$59,800 (Depending on education and experience)

The Event Coordinator is key in fostering a sense of community within the Whitefish River First Nation (WRFN) by planning special events. They are the First Nation's primary contact for event details and logistics, serving as the key liaison to all clients, suppliers, and stakeholders. The Event Coordinator coordinates the collaboration of event organizer(s) with internal and external event support staff, leading interdepartmental workgroups to ensure the optimal delivery/execution of all First Nation events.

RESPONSIBILITIES:

- Plan, organize, and execute various events, including cultural gatherings, meetings, community celebrations, workshops, and community outreach initiatives specific to the Whitefish River First Nation (WRFN). These events may include but are not limited to, traditional ceremonies, community meetings, cultural workshops, and special celebrations.
- Develop event timelines, budgets, and logistical plans, ensuring smooth and efficient event execution.
- Coordinate with Whitefish River First Nation leadership, elders, community members, and other stakeholders to ensure events not only reflect community values and priorities but also contribute to the preservation of WRFN culture.
- Secure venues, vendors, equipment, and materials required for events.
- Oversee event promotion, including designing marketing materials, social media outreach, and community notifications.
- Supervise event staff and volunteers, ensuring clear communication and smooth event operations, thereby instilling confidence in the team and the audience.

Planning and execution of the annual WRFN Pow Wow, which includes, but is not limited to:

- Developing a work plan and budget.
 - Planning entertainment and social activities for participants, such as performers, vendors, food/beverage, and prizes.
 - Identifying and coordinating logistical requirements for the event.
 - Identifying and retaining performers such as dancers, drummers, singers, artists, etc.
 - Identify and retain Knowledge Keepers as speakers for traditional ceremonial actions, etc.
 - Recruiting, training, and supervising a team of volunteers.
 - Evaluation of the event to aid in planning future events; Completing financial and written reports of the event(s).
- For a detailed job description, email hrmanager@whitefishriver.ca

QUALIFICATIONS:

- Completed education in Event Management, Community Engagement, Project Management, or a related field.
- At least 2 years of related work experience (an equivalent combination of education and work experience may be considered).
- Knowledge of the WRFN culture and traditions is desirable.
- An accounting and budgeting background would be an asset.
- Must have a valid driver's license and access to own vehicle.

SKILLS:

- Strong project management and organizational skills with the ability to multi-task
- Good analytical and critical thinking skills; able to respond and adapt to external factors.
- Excellent verbal and written communication skills and proven ability to establish rapport with all educational and occupational backgrounds.
- Proficient computer skills in Microsoft Office (Word, PowerPoint, SharePoint, Teams, and Excel). And familiarity with social media platforms (Facebook, Instagram, Twitter, and TikTok).
- Ability to be a team player and work independently without supervision.

****Upon hire, the successful candidate must submit: Police Criminal Reference Check**

Applications must be received by January 31st, 2025, at noon

Interested applicants must submit a current resume, cover letter, two (2) work-related references, and one (1) character reference (with contact information) to:

CONFIDENTIAL: Event Coordinator

c/o Human Resources

Whitefish River First Nation

17-A Rainbow Ridge Road, P.O. Box 188; Birch Island, ON P0P1A0

Email applications can be emailed to jobapplications@whitefishriver.ca

or by fax: (705)285-4532

Miigwetch to all who apply; however, only those applicants selected for an interview will be contacted.