



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

EVENTS COORDINATOR – TWO YEAR CONTRACT

PROGRAM AREA:	ADMINISTRATION
POSITION TITLE:	EVENTS COORDINATOR
REPORTING PROTOCOL:	REPORTS TO THE FIRST NATION MANAGER/CEO OR DESIGNATE

POSITION SUMMARY: The Events Coordinator is responsible for supervising and overseeing the planning, design, production, promotion, and overall coordination of Chippewas of Kettle and Stony Point First Nation events. The coordinator is expected to delegate tasks and provide support to subordinate event planning staff to ensure event success. Sourcing venues, liaising with entertainers, speakers and exhibitors, and overseeing events are required tasks for this role. Other duties include, but are not limited to, reviewing and arranging appropriate accommodation, transportation, catering, signage, promotional materials, procurement and security. The coordinator will also be required to establish and monitor the event budget within the established guidelines. **The Events Coordinator will be responsible for scheduling, providing admin support, agenda items, and minute taking of the *Special Events Committee*. The *Special Events Committee* will assist in planning the following major community events: Indigenous Solidarity Day, Annual Pow Wow, Annual Unity Gathering, Truth and Reconciliation Day, and Remembrance Day. The *Special Events Committee* will provide guidance, support, and community input for these events.**

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Secondary School Diploma required.
- Post Secondary School Diploma in Business, Marketing, Public Relations or related field an preferred.
- 3-5 years' event coordination or management experience preferred.
- 3-5 years' fundraising experience considered an asset.
- Strong communication skills, both verbal and written.
- Proven ability to manage budgets

SKILLS REQUIRED:

- Service Orientation
- Quality Orientation
- Time Management
- Creative and Innovative Thinking
- Development and Continuous Learning
- Problem Solving
- Accountability and Dependability
- Research and Analysis
- Decision Making and Judgement
- Operating Equipment
- Providing Consultation
- Ethics and Integrity
- Planning and Organizing

- Mathematical Reasoning
- Enforcing Laws, Rules and Regulations
- Mediating and Negotiating
- Communication
- Energy and Stress Management

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR COVER LETTER AND DETAILED RESUME
BY CLOSING DATE – NOVEMBER 28TH, 2024

TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: **HR – Events Coordinator**
Email to: hr.assistant@kettlepoint.org
Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1
Fax: 519-786-2108

*A full Job Description is available: contact the HR assistant at hr.assistant@kettlepoint.org
Interviews will be scheduled shortly after the closing date.*

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT