

CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

Event Coordinator

Department: Administration
Program: Administration
Report To: Communications Manager
Term of Employment: Full-time 1 Year Term Contract
Hours of Work: 20 hours per week
Level: Level 4 \$25.44 - \$31.63 per hour

JOB PURPOSE

The Event Coordinator is responsible for overseeing the organization, coordination, and management of events such as, but not limited to cultural celebrations, community gatherings, ceremonies, fundraising activities and so on. This includes all stages from research to post-evaluation which includes promotion, marketing, logistics, planning, and feedback and evaluation processes. The goal is to enhance the well-being and cultural enrichment of the community and organization while fostering connections with those inside and outside of the organization and community for celebrating, learning and relationship building. Additionally, this role will provide support to the Communications Manager by assisting with various communication-related duties and responsibilities.

KEY DUTIES AND ACCOUNTABILITIES

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

- Developing of workplan and budget
- Planning of entertainment and social activities for participants such as performers, vendors, food/beverage, prizes, etc.
- Identifying and coordinating logistical requirements for the event
- Identifying and retaining performers such as dancers, drummers, singers, artists, etc.
- Identifying and retaining Knowledge Keepers as speakers, for traditional ceremonial actions, etc.
- Recruiting, training and supervising a team of volunteers
- Showing Contractors and others how to perform tasks
- Coordination of all event operations such as preparing venue(s), advertising, scheduling, training, etc.
- Researching and gathering information of past Pow Wows, other events, individuals to assist in the execution of a successful occasion
- Evaluation of event in its entirety to aide in the planning and execution of future events
- Completing of various financial and written reports
- Identifying and soliciting donations and sponsorships for event
- Establishing a document process for registrants
- Working with Pow Wow Committee, Programs/Departments and external groups
- Maintaining of electronic and tangible files, records and reports

Research, planning and execution of other events such as but not limited to celebrations, gatherings, workshops, programs etc:

- Researching funding opportunities
- Developing proposals, workplans and budgets
- Completing financial and written reports

- Working with Programs/Departments, Committees, external groups etc
- Create and maintain calendar, records and filing for events

Cultural Celebrations:

- Research, plan and organize cultural events and celebrations that highlight the rich heritage and traditions Coordinate events such as, but not limited to powwows, ceremonies, festivals that bring individuals together to celebrate culture

Community Gatherings:

- Organize regular community gatherings, meetings, and forums to foster communication and collaboration among community members
- Facilitate events that promote social interaction and community bonding

Workshops:

- Arrange and or promote educational workshops and seminars on topics such as but not limited to traditional practices, language preservation, and historical awareness
- Collaborate with local educators and experts to provide informative sessions that benefit community members

Youth Programs:

- Promote events and programs specifically tailored for youth, including leadership development, skill-building workshops, and recreational activities
- Promote events that connect youth with traditional knowledge and values
- Organize job fairs with Programs/Departments and relative outside organization/companies

Ceremonial Events:

- Coordinate and support important ceremonial events, such as rites of passage, naming ceremonies etc

Collaboration with External Organizations:

- Build and foster relationships and collaborate with external organizations, government agencies, and non-profits to bring resources and support to the community

Fundraising Events:

- Organize fundraising events to support community initiatives, infrastructure projects, or cultural preservation efforts

Event Promotion and Marketing:

- Develop marketing strategies to promote events and community awareness within and beyond
- Utilize various communication channels, including social media, community newsletters, and local media, to increase event and community awareness visibility

Logistics and Planning:

- Coordinate logistics for events, including venue selection, equipment rental, transportation, and accommodations if necessary
- Develop event timelines and work closely with volunteers to ensure smooth execution

Feedback and Evaluation:

- Collect feedback after events to assess their effectiveness and identify areas for improvement
- Use feedback to refine future events and ensure they align with needs and preferences

REQUIREMENTS

Education and Experience:

- High School or equivalent with experience planning and executing events
- Supervisory experience or in a role responsible for recruitment and training
- Work experience in a finance and office administrative type role
- Assets: post-secondary education in related field such as Business, Communications, Hospitality, Marketing, Hospitality, project management

Designations, Licences & Requirements:

- Valid G Driver's Licence would be considered an asset
- CPR and First Aid or ability to obtain within three (3) months of hire
- Acceptable recent Criminal Record and Vulnerable Sector Check
- Training and Certification in WHMIS, Occupational Health & Safety Awareness, Workplace Violence & Harassment Training, COVID-19 Health & Safety, Health & Safety Overview

Knowledge, Skills & Abilities:

- Skilled with marketing and ability to use various social media platforms
- Skilled with office equipment, computers and various software including Adobe, Microsoft Office ie. Outlook, Word, Excel, etc.
- Knowledge of Chippewas of Nawash Unceded First Nation history, culture and traditions
- Knowledge of CNUFN Pow Wow and other First Nation Pow Wows
- Knowledge of National Day for Truth and Reconciliation, National Indigenous Peoples Day etc
- Ability to execute small and large events from research to evaluation with fixed financials and time constraints
- Ability to research and identify funding sources
- Ability to prepare and administer a budget
- Ability to prepare financial and written reports
- Ability to multi-task, prioritize and organize a wide scope of responsibilities

PROBLEM SOLVING & COMMUNICATION

- Excellent communication and customer service skills to build and maintain relationships with internal and external individuals
- Confident with presenting and public speaking to large and diverse groups
- Ability to negotiate and execute service contracts
- Conflict resolution skills for handling difficult persons and or situations
- Ability to troubleshoot minor problems with operations and office equipment

DECISION MAKING & IMPACT

- Ability to effectively coordinate and manage overall event operations
- Ability to work with minimal supervision and direction
- Ability to make decisions in following policies, procedures and guidelines
- Sound judgement skills for handling time sensitive matters

SAFETY RESPONSIBILITIES

- Ensure thorough understanding of Health and Safety Policy and Procedure Manual and Occupational Health and Safety acts and regulations
- Ensure self, volunteers and others are using prescribed protective equipment and/or devices for safety and setting example
- Ensure volunteers and others are aware of potential and actual hazards and follow procedure to report
- Take every reasonable precaution in the circumstances for the protection of self and others

STAFF REPORTS

- No direct staff reports, but required to recruit, train and supervise a team of volunteers
- Provide leadership to individuals to carry out work that follows standard procedures and operational practices, demonstrating methods, procedures and practices and providing guidance to available methods, practices and or technology to ensure required standards are met

WORKING CONDITIONS

- **Physical Demands** – Long periods of sitting, standing, typing and some walking. Lifting of some objects not exceeding 30 pounds
- **Environment** – Mainly an indoor environment with exposure to outside during event site visits, event setup, during events and decommissioning of event. Minimal exposure to hazardous material (cleaning supplies)
- **Mental Effort** – Quick thinking for frequent handling of difficult situations that some may find stressful and or upsetting. Accuracy of reports and meeting deadlines.
- **Position Type/Expected Hours of Work** – Full-time term contract 20 hours per week, and up to 37.5 hours per week as needed for large events including evening, weekend and holiday work as required

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

I hereby acknowledge and agree to comply with the above description necessary to fill the position.

Employee Name

Employee Signature

Date

Supervisor Name

Event Coordinator

Supervisor Signature

Job Description

Date

Approved Council Motion No. 917 01/08/2024