

Rainy River First Nations – Job Posting

EVENTS COORDINATOR – JULY 2024



Full-Time, Permanent

The Events Coordinator is responsible for working with all Rainy River First Nations departments and programs to facilitate the organization and planning of community events, training seminars, festivals and gatherings, departmental meetings, and other event related projects.

PRIMARY ACCOUNTABILITIES

- Determine the organization's needs and expectations for each event.
- During the event planning process, communicate with vendors, exhibitors, and stakeholders to ensure that everything is coordinated.
- Participate in managing the event setup, conclusions, and follow-up process.
- Prepare a communication strategy for the event, both digital and printed advertising.
- Involve the necessary stakeholders from the organization for the planning and execution of the event.
- Manage and tracking of event budgets.
- Reserve venues, entertainers, photographers, and speakers.
- Evaluate the overall success of an event and report results to the Manager of Administration.
- Ensure that any concerns that come up during the event are noted and escalated as necessary.
- Additional related duties as required.

POSITION REQUIREMENTS

- A post-secondary education, such as a degree in Business, Communications, Public Relations, Marketing, or Hospitality Management experience is preferred. 1-3 years of experience working as an event coordinator or event planner. Combination of education and experience may be considered.
- Knowledge of event performance monitoring methods and the ability to create reports to guide future event coordination improvements is an asset.
- Budget creation and management experience.
- A track record of or aptitude for great customer service.
- Ability to meet deadlines with a strong organizational skill set.
- Satisfactory Criminal Record Check and vulnerable sector screening.
- Valid driver's license and satisfactory driver's abstract.
- Adherence to Rainy River First Nations' Drug Testing Policy.

PERKS & BENEFITS

As a valued team member, you will be eligible for:

- 2 weeks Paid vacation
- 2 weeks paid Christmas vacation
- 100% employer paid health and dental benefits
- Employer pension contribution matching
- Five (5) personal leave days per year

How to apply:

Please submit applications with cover letter and current resume to: hr@manitourapids.ca. Posting open until filled. We thank all candidates who apply in advance, however only those selected for interview will be contacted.

2022-2025

Rainy River First Nations Chief & Council

We extend our warm welcome and encourage all interested individuals to submit their application for employment opportunities in a safe and non-discriminatory environment. Our focus and inspiration originate with the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.

To learn more about Rainy River First Nations and other employment opportunities we have available, scan the QR code or visit www.rainyriverfirstnations.com

