



JOB DESCRIPTION: Events Coordinator
DEPARTMENT: Finance
LOCATION: Administration Office
REPORTING TO: Finance Admin Manager

PURPOSE OF POSITION

The Katzie First Nation Events Coordinator supports the sound and smooth rollout of all KFN-focused events. This role is responsible for accessing funding to support the cost of events and provides the capacity to KFN departments with initiatives that require community consultation and engagement.

The Event's Coordinator will organize community events to bring people together, focusing on strengthening the community's unity. A secondary focus for this role is to closely collaborate with colleagues within Katzie First Nation to understand where related community engagement has been successful and put capacity towards areas that can be improved.

Duties and Responsibilities

- Organize and coordinate KFN events.
 - Community events - career fairs, education awards, wellness events, cultural ceremonies, gatherings, etc.
 - Holiday events - Community Christmas, Easter, Halloween, Aboriginal Day, Truth and Reconciliation Day, Pink Shirt Day etc.
- Coordinate the successful execution of workshops and staff get-togethers, including the annual Christmas party and meetings where necessary.
- Arrange community holiday incentives.
- Support departments with rolling out community engagement sessions to inform KFN governance initiatives.
- Inform and develop event-specific policy and procedures manual.
- Attend Sr. Staff and Council meetings to collect input and inform the events policy and procedure manual.
- Manage the KFN events calendar.
- Develop annual and event-specific work plans.
- Coordinate staff support providing staff with advanced notice on when and what support is needed.
- Operate projectors and audio-video equipment to support hybrid (in-person & zoom) engagement sessions.
- Have experience and knowledge utilizing zoom and other relevant platforms.
- Manage facilitator and other events-specific contracts where needed.
- Make applications for funding grants to support event efforts and manage and report on them as needed.
- Ensure a safe, nurturing, inviting and inclusive environment for youth, families, and community.
- Other activities that aid in achieving positive connections in the community.



Qualifications and Skills

- Knowledge and understanding of Katzie cultural practices and traditions.
- Two (2) years of prior relevant experience in event coordination is an asset.
- Basic knowledge of the impacts of the Indian act, residential schools, and foster care.
- A self-starter with strong organizational, interpersonal and communication skills, both oral and written.
- The ability to work independently with minimal supervision.
- Ability to prioritize to meet deadlines and complete tasks on time.
- Proficient with Microsoft Office – Word, Excel, Outlook, Publisher and PowerPoint

Other Requirements

- Must have a Valid Class 5 Driver's License, Driver's Abstract, and a reliable and safe vehicle
- Applicants for this position will be subject to the completion of a Criminal Record Check

Application Deadline: Until filled

Expected Start Date: Immediate

Job Type: Full-time, Permanent

Salary: \$26.00 - \$31.00 per hour

How to apply:

Please apply by emailing your cover letter and resume to Katzie First Nation Human Resources at careers@katzie.ca and reference **Job Number: 202203** in the subject line.