



Position: Event Coordinator

Salary: \$ 44,628 - \$50,702

Hours of Work: 32 hours/week

Circulation Level: Level I

Accountability: Chi-Naakinagewin Director

Employment Status: Term (1 year)

Preferences: MFN Band Members

The Event Coordinator will perform the following key job functions:

- Collaborate with community leaders, stakeholders, and staff to conceptualize, plan, and execute events that align with the Nation's cultural values and goals.
- Coordinate all events operations (booking and preparing venue, flyers, merch, audio, etc.)
- Develop and manage event budgets, ensuring cost-effective planning and adherence to financial guidelines.
- Understand requirements and needs of each event, planning the event with attention to financial and time constraints.
- Identify and contract vendors, suppliers, and service providers for events, including catering, entertainment, and equipment rentals.
- Negotiate with vendors to achieve the most favorable terms; research and keep an active directory of Indigenous vendors (catering, decorators, musicians, etc.) and choose the best combination of quality and cost.
- Create detailed event timelines and schedules, coordinate logistics, and ensure all resources are in place for successful event execution.
- Liaise with Mississauga First Nation staff and volunteers ensuring tasks and schedules are established and confirmed before the scheduled event(s). Do final checks on the day of the event before scheduled activities are to start to ensure everything meets standards.
- Foster strong community participation by involving Nation members in event planning and seeking their input and feedback.
- Ensure that events promote and preserve the cultural heritage and traditions of Mississauga First Nation.
- Maintain accurate records and documentation for each event, including attendance, expenses, and feedback for post-event analysis.
- Implement health and safety protocols to ensure the well-being of all participants and attendees during events.
- Gather feedback from attendees and stakeholders to evaluate the success of events and make improvements for future gatherings.
- Attending and overseeing event happenings and acting quickly to resolve problems.
- Coordinate events so that they do not interfere with other local events.
- Complete other duties as assigned that relate to the job.

The Event Coordinator will possess the following qualifications, skills, experiences, and attributes:

- Education in hospitality management, public relations or relevant field is preferred/or 2 years equivalent experience.
- Minimum Grade 12 or GED
- Two (2) years' experience as an event coordinator is an asset.
- Must provide a clear Vulnerable Sector Criminal Records Check
- Valid Class G Driver's License or access to reliable transportation
- Knowledge of Mississauga First Nation programs and services.
- Knowledge and understanding of Aboriginal culture and traditions.
- Knowledge of the Occupational Health and Safety Act and the Canada Labour Code.
- Knowledge of the Workplace Hazardous Materials Information System.
- Good interpersonal, public relations, communication, and organizational skills.
- Excellent time management skills.
- Excellent computer skills with MS Office (i.e., Excel, Word, Access, Teams).
- Ability to work independently and within a team environment.
- Ability to pay attention to detail and ensure accuracy with work.

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations, and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview. Please note that all interviews

WALKING IN BALANCE

A socially and culturally healthy community where individuals have the opportunity to prosper and to achieve their full potential spiritually, emotionally, mentally, and physically through generous and unselfish support for one another, while pursuing balance and harmony within, with each other, and with Mother Earth.

will be in person. If you are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation Attention: Human Resources Department
P.O. Box 1299 Blind River, Ontario P0R1B0
Marked: **CONFIDENTIAL**
EMAIL: hrclerk@mississaugi.com **FAX:** 705-356-1740
Deadline: May 10, 2024

Thank you to all applicants; however, only those selected for an interview will be contacted.

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