

## **JOB POSTING – Events Coordinator**

### **About the position**

Position	Events Coordinator
Reports to	Band Manager
Start Date	Immediately
Status	Full time – Term March 31, 2027
Location	Gitsegukla, B.C., In person

### **Summary**

The Events Coordinator will be responsible for leading the planning and coordination of all community events and programs. This includes working with department managers, organizing annual and seasonal events, and ensuring that available funding is used effectively to support community engagements. We have departments in Education, Health, and Administration. We believe in creating meaningful events and programs that bring people together, celebrate our culture, and support community well-being.

### **What we offer**

Gitsegukla First Nation will provide you with purpose in your work. As part of our team, you will contribute to the betterment of our community. We value inclusivity, support, and care which foster a positive work environment. Along with the opportunity to work alongside a compassionate like-minded team, we provide a generous compensation package which includes:

- Three (3) weeks annual vacation
- Elective Leave: 18 days paid personal leave
- An additional 10 days paid time off during the festive season
- A generous registered pension plan
- A healthy extended benefit plan
- Training, learning and development to support your career growth

### **What you do**

- Plan and organize community events across Education, Health, and Administration departments
- Track and monitor upcoming community events, deadlines, and funding opportunities
- Collaborate and communicate with Department Leads to support small projects and programs that include event components
- Create and maintain an annual events calendar
- Prepare event budgets and ensure proper use of funding
- Coordinate logistics such as venues, supplies, catering, and transportation
- Work flexible hours, including evenings and weekends during events

## Qualifications: Education and Experience

- Experience in event planning, project coordination, or community programming considered an asset
- High school diploma or equivalent
- Post-secondary education in event planning, hospitality, or a related field is an asset
- Relevant certifications or training in project coordinator or community programming are also welcome

## Skill Sets and Competencies

- Ability to multitask, problem-solve, and work under deadlines
- Comfortable working with community members of all ages
- Knowledge of and previous work experience with First Nations Communities and Indigenous Cultures is a definite asset
- Is approachable, professional, personable and able to build harmonious working relationships
- Good computer skills, using Microsoft programs
- Good communication skills both written and verbal
- Ability to be resourceful and proactive in dealing with issues that may arise
- **Valid driver's license and ability to travel as required**
- **Valid criminal record (CPIC) and vulnerable sector (VS) check**

## For more information and to apply:

- Submit your resume and cover letter to [hire@gitsegukla.net](mailto:hire@gitsegukla.net), with the position title in the subject line.
- **Deadline: November 27, 2025**
- For more information, please contact [susan.miller@gitsegukla.net](mailto:susan.miller@gitsegukla.net)

Persons of Indigenous ancestry will be given preference. s16(1) CHRA. We thank all applicants for their interest. Only those selected for an interview will be contacted.