



## **Job Opportunity: Events Coordinator**

### **Who We Are**

The Mikisew Cree First Nation (Mikisew) has lived on the ancestral lands of the Athabasca Delta and Wood Buffalo National Park in northeastern Alberta since time immemorial. The lives of our members are linked to the land and to a close understanding of traditions, history and a natural way of life. Many of our members live in the hamlet of Fort Chipewyan.

We are currently looking to hire a Full Time Events Coordinator who will be responsible for planning, implementing, and execute all social and cultural events for the Mikisew Cree First Nation and may assist with other departmental events as required. This position requires a high level of attention to detail, project management, and effective communication skills.

### **Who You Are**

We are looking for an enthusiastic and energetic Events Coordinator who is a motivated individual who is a self-starter and works well in a team environment. The successful candidate possess a high level of attention to detail, project management, and effective communication skills.

### **Responsibilities**

- Plans and executes all social and cultural events for the community such as Treaty Days, fun social media events on Facebook to engage MCFN members, etc.
- Search and apply for funding from all sources: industry, government, etc. to carry out the programs and costs for the events.
- Ensure effective and cost-efficient management of events, including the planning and tracking of budgets.
- Conduct pre- and post-event planning meetings with key stakeholders to identify event objectives, messaging, and communications/marketing strategy. Prepares and presents post-event reports.
- Supports the development of events best practices and procedures.
- Liaise with internal departments; finance, communications, guest speakers, graphic designers etc., to ensure all events are within budget and scope.
- Prepare an event plan and budget for each event, including an event poster and agenda.
- Manage orders, merchandise and apparel for all events and event related activities.



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- Conduct site inspections and manage events onsite and/or virtually, as needed.
  - Evaluate and improve processes with a focus on efficiency, cultural and appropriate content/activities.
  - Perform other duties as requested.

### **Qualifications**

- Knowledge of Woodland Cree culture and traditions is desirable.
- Completion of a relevant University degree or a combination of education; grade 12 and relevant work experience (First Nation is preferred) may be considered; 3-5 years of experience of planning and coordinating events.
- Exceptional delivery of multiple events, on-time, and on-budget.
- Strong Microsoft computer skills (MSWord, Excel, and Outlook) and familiar with social media platforms (Facebook, Instagram, Twitter, Tik Tok).
- Excellent verbal and written communication skills, and strong presentation skills.
- Excellent analytical skills and strong attention to details.
- Excellent analytical and problem-solving skills, creative.

### **Other Requirements**

- Possess a valid Class 5 AB driver's license and own or access to a vehicle.
- Willingness and ability to travel to Fort Chipewyan as required.
- Willingness and ability to work after hours and/or weekends when required.
- Willingness to submit to an oath of confidentiality.
- Willing to work flexible schedule. Combination of working remotely, in-office, and at community locations.
- Must provide and possess a clear criminal record vulnerable sector check.
- Ability to speak and/or understand the Cree language (or another applicable First Nation language) would be beneficial.

### **How to Apply**

If you or someone you know is interested, please send your resume to [hr@mikisewcree.ca](mailto:hr@mikisewcree.ca). Application deadline is until a suitable candidate is found.

We thank all who apply but we will only be contacting those selected for an interview. Thank you!