



Employment Opportunity – Event Coordinator/Mail Clerk 1 year term position

Job Summary

The Event Coordinator plans and manages events with a variety of sizes and purposes. He/she needs to make sure that everything runs smoothly, and guests are pleased without exceeding the client's budget. Event Coordinator handles the details and coordinate employees and contractors for large events. He/She researches options to help people decide on catering, event locations, entertainment, photography, etc. Manages mail pickup and delivery on a regular basis.

The duties and responsibilities in an Event Coordinator job description includes:

- Proactively plans events with respective Departments.
- Participates in managers weekly meetings.
- Establishing relationship with venues and vendors
- Sending invitations
- Reserving event space, if needed, decorate event venues.
- coordinating sound system, other equipment, and supplies for community events.
- Hiring casual help and coordinating volunteers
- Writing purchase order requests and filling out vendor expense forms for payment, calculating billing amounts
- Communicating with clients
- Handles all the incoming and outgoing correspondence in a mailroom; tasks include picking up the mail on a regular basis, sorting mail, delivering packages to the respective departments, and maintaining a record of sent and received mail.
- Other related duties as assigned by Supervisor.

Qualifications

- willing to work and take direction.
- willing to learn new skills and abilities.
- must be punctual and possess good communication and multi-tasking skills.
- Maintain confidentiality.
- Ahere to all applicable Thunderchild laws and policies
- Demonstrate knowledge of First Nation traditions, customs and world view.
- Respect for Indigenous culture and willingness to learn Cree.

Deadline: Open until filled

Submit covering letter, resume and 3 references to: jobs@thunderchild.ca

Thunderchild First Nation Box 600 Turtleford, Sask. S0M 2Y0 Tel: 306 845 4300.