

The Mi'kmaq Confederacy of Prince Edward Island

Job Opportunity

Event Coordinator

The Mi'kmaq Confederacy of PEI's Event Planning Services Program offers a full-range of specialized planning services for Aboriginal and non-Aboriginal government, corporate and community events that have an Aboriginal focus or component in the Atlantic Region. Reporting to the Human Resources Advisor/ Executive Assistant, the Event Coordinator is responsible for the design and delivery of special projects including not limited to: Special Events for the Mi'kmaq Confederacy of PEI, Abegweit First Nation and Lennox Island First Nation; audio/visual projects and internal/external audio/visual communication materials. The position requires an understanding and appreciation for cultural sensitivity and diversity.

Duties:

- Plan and carry out special events, with stakeholders input, (for the Mi'kmaq Confederacy, Lennox Island and Abegweit First Nations)
- Plan entertainment and social gathering for participants;
- Organize registration of participants (if applicable), prepare programs and promotional material, and publicize events;
- Negotiate contracts for services, approve suppliers' invoices, maintain financial records, review final billing submitted to the Mi'kmaq Confederacy for events;
- Establish and monitor budgets and review administrative procedures and progress of events;
- Identify and provide guidance to support staff required for events;
- Prepare briefing reports on events;
- Record/transmit live or taped content to provide audio/visual streaming for the internet;
- Record, mix and edit sound, music, and videotape for radio, videos, and live events.

Qualifications:

- Post-Secondary Education or College Diploma in Events Management or a combination of education and experience in a related field;
- Significant recent experience in event planning or management and marketing;
- Proficiency in Microsoft Office, internet and social media (Facebook, Twitter, Instagram), audio/visual projects and internal/external audio/visual communication materials, and other computer related programs;
- Excellent organizational, interpersonal, customer service, and communication skills (written and verbal);
- Experience in scheduling and coordinating staff;
- Ability to manage multiple priorities with attention to detail;
- Prior knowledge in technical operations (sound, lighting, logistics, etc);
- Ability to prepare proposals, written reports and manage budgets;
- Ability to work flexible hours;
- Must hold a valid driver's license and have reliable transportation;
- Acceptable Criminal Background record check;
- Knowledge and/or experience working with PEI Aboriginal communities will be considered an important asset but is not a prerequisite.
- Preference will be given to an Aboriginal candidate.

This is a full time position. Location of work will be in Charlottetown, PEI. The deadline to apply for this position is **July 28, 2017 at 3:00 pm**. For full job description, go to www.mcpei.ca. Please email your resume and cover letter to bernard@mcpei.ca or mail to:

Mi'kmaq Confederacy of PEI
Attn: Tabatha Bernard
200 Read Drive
Summerside, PE
C1N 5N7

We thank all those who apply, however, only those applications selected for an interview will be contacted.