



Employment Opportunity

Position: **Summer Events Planner**
Status: Full-time Temporary Contract
Opening Date: April 29, 2026
Location: Nokiiwin Tribal Council
Start Date of Position: July 6, 2026

Posting Reference #: NTC- 202610
Contract End Date: August 28, 2026
Closing Date: May 11, 2026
Hours of Work: 8:30 - 4:30 (Monday to Friday)
Rate of Pay: \$20.00

Join Nokiiwin Tribal Council as we proudly enter our 20th year of operation! We are a dynamic non-profit organization dedicated to empowering and supporting our member First Nation communities through programs in governance, health and safety, finance, justice, economic development, planning, technical services, and education. Guided by the cultural wisdom of the Seven Sacred Teachings—Love, Bravery, Respect, Honesty, Truth, Wisdom, and Humility—we foster a respectful and inclusive workplace that prioritizes physical, psychological, and cultural safety. Be part of a meaningful journey toward community well-being and unity.

Your Impact Starts Here

As a **Summer Events Planner**, you will support the coordination and delivery of Nokiiwin's summer events including **Junior Spirit Builder Day camps**, the **Unity Gathering**, and other cultural and educational initiatives. This position will involve detailed planning, stakeholder engagement, event marketing, and hands-on facilitation to ensure meaningful and memorable experiences for our communities.

Key Responsibilities:

Event Planning

- Ensure logistical coordination for all summer events, including booking venues, travel, meals, and supplies.
- Maintain open and ongoing communication with internal and external stakeholders.
- Recruit and manage presenters, facilitators, and performers.
- Secure donations and sponsorships from local businesses and community partners.

Event Promotion

- Promote events using social media platforms, direct outreach, and community networks.
- Ensure recognition of all funders, sponsors, and partners in materials and promotions.
- Coordinate media coverage and public relations strategies.
- Recruit and coordinate volunteers to support event success.

Event Facilitation

- Supervise staff and volunteers during events to ensure smooth operations.
- Collect data on participant demographics, feedback, and satisfaction.
- Monitor the performance and deliverables of contractors and facilitators.
- Participate in all hands-on tasks, including set-up, clean-up, and on-site support.

Post-Event Work

- Compile event information and develop comprehensive reports for funders and leadership.
- Ensure timely payment to vendors and service providers.
- Assist with grant and funding reporting requirements.

Special Projects

- Undertake other duties as assigned by the Executive Director or the Nokiiwin Board of Directors.

Qualifications:

- Be between 15 and 30 years of age on July 6, 2026.
- Experience working with Indigenous communities and cultural awareness.
- Excellent written and verbal communication skills.
- Strong organizational and multitasking abilities.
- Experience working with youth is an asset.
- Knowledge of table-top games is an asset.
- Proficiency in Microsoft Office and social media platforms.

- Must successfully complete a Level Three Vulnerable Sector Screening.

Work Environment

- Primarily office-based with occasional travel for meetings, training, or events.
- Must be able to work occasional evenings or weekends to support Tribal Council activities.

Ready to make a difference?

Interested applicants are required to apply online at www.indeed.com by submitting a **single PDF document** that includes their cover letter, resume or submit to **hiring@nokiiwin.com**

Deadline: 4:00 p.m. by Monday May 11, 2026
Attention: Human Resources, Nokiiwin Tribal Council

We encourage all qualified candidates to apply for this position. Preference will be given to applicants who self-identify as First Nations, Inuit, or Métis, as part of our commitment to supporting Indigenous communities and advancing reconciliation.

Only candidates who meet the qualifications and are granted an interview will be contacted.

Nokiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Canada Labour Code and Accessible Canada Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

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