



**Nokiiwin**  
TRIBAL COUNCIL

# Employment Opportunity

Position: **Summer Events Planners**  
No. of Positions: Two (2)  
Status: Full-time Temporary Contract  
Opening Date: May 7, 2025  
Location: Nokiiwin Tribal Council  
**Start Date of Position: July 7, 2025**

Posting Reference #: NTC 202508  
Contract End Date: August 29, 2025  
Closing Date: May 23, 2025  
Hours of Work: 8:30 - 4:30 (Monday to Friday)  
Rate of Pay: \$20.00

## Join Nokiiwin Tribal Council

At Nokiiwin Tribal Council, a vibrant and growing non-profit organization, we proudly collaborate with our five member First Nations to drive growth, unity, and prosperity. Guided by respect, understanding, and shared values rooted in the Seven Grandfather Teachings, we are committed to making a meaningful difference across various fields, including governance, finance, access to justice, economic development, community planning, technical services, and education.

## Why Join Us?

Nokiiwin is not just an organization; it's a community where passion meets purpose. We are dedicated to fostering a safe, inclusive workplace where every individual's voice is valued and respected. Our **G'minoomaadozimin - "We Are Living Well"** initiative underscores our commitment to health, safety, and mutual respect, creating an empowering environment for all.

## 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

- Experience working with Indigenous communities and cultural awareness.
- Excellent written and verbal communication skills.
- Strong organizational and multitasking abilities.
- 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.

### **Apply Today and Become Part of Our Dynamic Team!**

Interested applicants are required to apply online at [www.indeed.com](http://www.indeed.com) by submitting a **single PDF document** that includes their cover letter, resume, and three (3) professional references.

**Deadline:** 4:00 p.m. by Friday May 23, 2025

**Attention:** Human Resources, Nokiiwin Tribal Council

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 that reflects the diversity of our communities. We encourage applications from qualified First Nations individuals and others who share our vision of community development and prosperity.

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