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www.saikuz.com

Event Coordinator

Supervisor: General Manager
Hours: Full-time, temporary

Job Summary

As the Event Coordinator, you will oversee and manage the planning, design, production, promotion, and execution of Saik'uz First Nation events. You will be responsible for ensuring smooth coordination from start to finish, maintaining budgets, and working closely with vendors, staff, and community members to create successful events. This role requires strong organizational skills, adaptability, and the ability to work collaboratively with multiple interest holders.

Duties & Responsibilities

- Manage vendors and suppliers to ensure event needs are met.
- Administer and monitor event budgets to maintain financial accountability.
- Consult with clients, staff, caterers, suppliers, and vendors throughout the event planning process.
- Delegate tasks and provide support to subordinate event planning staff.
- Produce after-action reports to evaluate event successes and areas for improvement.
- Create and maintain event files for record-keeping and future planning.

Qualifications & Skills

- Diploma in Business, Marketing, Public Relations, Tourism, or a related field.
- A valid BC driver's licence and access to a reliable vehicle.
- Must undergo a criminal record check.
- Excellent written and verbal communication skills.
- Strong organizational and time management abilities.
- Ability to adapt to shifting work priorities quickly.
- Collaborative, diplomatic, and able to maintain confidentiality.

Salary & Benefits

- Wage: \$28 - \$35 per hour
- Benefits: Medical and dental coverage (after 3-month probation), pension plan, and paid vacation, sick, and parental leaves and cultural days

To apply, submit a copy of your resume to the Band Office or via email at resume@saikuz.com. If submitting via email, include the position title in the subject line.

We thank everyone for their interest; however, only those selected for an interview will be contacted.