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[www.saikuz.com](http://www.saikuz.com)

## Event Coordinator

Position ID: A-2301

Hours: Full-time, permanent

Saik'uz First Nation is an Indigenous nation in central BC dedicated to providing quality, timely services to its members and supporting its employees through competitive benefits, professional development opportunities, and compassionate leadership.

### Responsibilities

The Event Coordinator oversees and supervises the planning, design, production, promotion, profitability, and overall coordination of Saik'uz First Nation events. The Event Coordinator will:

- Manage vendors and suppliers
- Administer and monitor event budgets
- Consult with clients, staff, caterers, suppliers, and vendors throughout the lifetime of the event
- Delegate to and support subordinate event planning staff
- Produce after-action reports on events
- Create and maintain event files

The Event Coordinator should expect to interact with employees, management, volunteers, and the public at large and will be needed to work irregular hours as dictated by the events schedule.

### Qualifications & Skills

- Diploma in Business, Marketing, Public Relations, Tourism, or related field
- A valid BC drivers license and reliable vehicle
- Must undergo a criminal record check
- Excellent written and verbal communication and people skills
- Exceptional organization and time management
- Adaptable to swiftly shifting work priorities
- Collaborative, diplomatic, and confidential

### Salary & Benefits

- \$28-35/hour, experience and qualifications dependent
- Medical (including vision care), dental, disability, and life insurance benefits
- Paid vacation, sick, and parental leaves and cultural days

### How to Apply

- Email your resume to [resume@saikuz.com](mailto:resume@saikuz.com) with the position ID in the subject line
- Application deadline: May 5, 2023

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