



**SAIK'UZ
FIRST
NATION**

135 Joseph Street
Vanderhoof, Saik'uz Territory
BC, V0J 3A1
250-567-9293

EVENTS COORDINATOR

Supervisor: General Manager

Hours: Temporary, full-time (interim; irregular hours)

Job Summary

As the Interim Events Coordinator, you will lead the planning and delivery of events that bring the Saik'uz First Nation community together and support organizational priorities. In this role, you will oversee all aspects of event coordination—from initial planning and budgeting to execution and reporting—ensuring events are professionally delivered, culturally respectful, and aligned with community values. You will collaborate with staff, vendors, and community members to create meaningful and well-organized experiences.

Duties & Responsibilities

- Oversee the planning, design, logistics, coordination, and delivery of community and organizational events, including conferences, meetings, dinners, training sessions, and community gatherings
- Obtain quotes, administer and monitor event budgets, and ensure responsible and effective use of resources
- Conduct venue research and site visits to support event planning
- Coordinate technical requirements such as audio, visual, and media supports
- Develop and maintain event checklists, timelines, and files
- Build and maintain positive relationships with vendors, suppliers, caterers, and service providers
- Collaborate with the Communications Department to manage internal and external event communications clearly and efficiently
- Liaise with clients, staff, volunteers, and service providers throughout the event lifecycle
- Delegate tasks and provide guidance to event support staff
- Arrange transportation and delivery of materials

- Prepare post-event reports identifying successes, challenges, and opportunities for improvement

Qualifications & Skills

- Diploma in Business, Marketing, Public Relations, Tourism, or a related field
- Valid BC driver's licence, reliable vehicle, and current driver's abstract
- Criminal record check
- Excellent organization, time-management, and communication skills
- Adaptable to changing priorities and a fast-paced environment
- Collaborative, professional, diplomatic, and confidential

Salary & Benefits

- Wage: \$26 per hour
- Benefits: Paid vacation, sick, and culture days after 3-month probation

To apply, submit a copy of your resume to the Band Office (135 Joseph Street) or via email at resume@saikuz.com. If submitting via email, include "Events Coordinator" in the subject line.

Preference will be given to qualified Indigenous applicants as per Section 41 of the Human Rights Code.

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