



Fort Nelson First Nation

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JOB POSTING

Job Title:	Events & Communications Planner	Posting #:	02-2023
Department:	Corporate Services	Pay Grades:	Grade 4
Location:	On Reserve	FTE:	1.0
Supervisor:	Director, Corporate Services	Pay Range:	\$26.18-\$30.36
Purpose:	Events Planning, Communications	First Posted:	2023-01-11
Effective Date:	Immediately: full-time continuing job	Closes:	when filled

Job Scope

Reporting to the Director of Corporate Services, the Events and Communications Planner primarily performs the responsibilities and duties of planning, organizing and staging community events and activities, and organizes the community events calendar, and corporate communications for publication. This employee works on special events planning, such as the Annual Health Fair, Spring Fling, AGM, Annual Celebration, Community Christmas Celebration, and any events co-sponsored with our stakeholders; with a primary focus on organizing and mobilizing internal resources. Work on all stages of events is required, including booking and staging venues, planning and booking talent, booking ancillary workers, and communicating updates to those affected. Additional responsibilities include collecting and organizing information and developing communications for external publishing to social media platforms and various media, such as letters, notices, flyers, pamphlets and newsletters, with a goal of providing information to the public to create awareness about the initiatives and events of the organization. This work requires the Events & Communications Planner to facilitate interdepartmental linking of employees at all levels, and to plan and organize events and communication in a manner that supports maximizing resources. Other responsibilities include purchasing, reconciling expense reports, and reporting on areas of responsibilities. Additional responsibilities include: scheduling appointments, executing services, updating information, and communicating updates to employees and stakeholders. The Events & Communications Planner has a considerable degree of autonomy, works a flexible schedule, and is influential in shaping the events and communications of the organization, and takes a lead role in process improvements. Other related duties as required.

Candidate Profile

The Events & Communications Planner maintains a diplomatic approach in all matters, and possesses exceptional listening and observation skills, as well as exceptional written and verbal communication skills, and is a team player who is comfortable with deadlines, multi-tasking/task-switching, and prioritizing a busy workload. This employee is responsible for assisting the Director with managing employer sanctioned events and communications to support organizational goals.

Minimum Requirements

- Mature individual of professional presentation with a minimum grade 12 high school diploma, and combination of relevant experience.
- Two (2) years demonstrated experience supporting managers/administrative support at an intermediate or greater level.



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- Demonstrated experience with events planning.
- Experience with filing systems, record keeping, and resource libraries.
- Excellent business documentation skills.
- Excellent oral and written communication skills
- Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite, Publisher, and Excel.
- Travel is a requirement for this work.
- Working a flexible work schedule and working in multiple locations is required for this work.
- Working some evenings and weekends is required.
- Compliance with BC Immunization program, TB screening, and COVID-19 vaccination status
- Satisfactory completion of a Police Information Check.
- Valid Class 5 Driver's license

Additional Information

The following training/certificates and additional assets are preferred, but the Employer may provide training to successful candidates:

- Business Administration certificate
- Public communications certificate
- Google™ drive, calendar, forms and other Google™ products
- Understanding of First Nations cultures
- Ability to speak Dene and/or Cree.
- Adobe skills/training/certificate

Work Conditions

Successful candidate will work 35-40 hours per week (primary schedule is 8:30 a.m. to 4:30 p.m., Monday – Friday), however, to meet the needs of programs overtime and weekend shifts are inevitable and will be required periodically. Travel to obtain supplies is a requirement – employee will use an employer fleet vehicle for this purpose. Work sites will vary depending on event locations; most events take place in the community.

Application Instructions

Closes: When filled. **Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum requirements will receive a reply.

* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.