

# JOB POSTING

## Events Coordinator

**Reports to:** Chief Administrative Officer and Tahltan Central Government (TCG)

President

**Job Duration:** Full-time

**Summary:** The Events Coordinator is responsible for supervising and overseeing the planning, design, production, promotion, and overall co-ordination of TCG events. This position will delegate tasks as required and provide support to subordinate staff. The Events Coordinator will organize all TCG events, from sourcing venues to liaising with entertainers, speakers, and exhibitors, and overseeing TCG events on site. Other duties include, but are not limited to, reviewing and arranging proper accommodation, transportation, catering, signage, promotional materials, procurement, and security. Moreover, this position will establish and monitor event budgets. Other duties will be assigned as necessary.

### Responsibilities:

- Overseeing the coordination of a variety of TCG events, assisting all departments, at the direction of the Chief Administrative Officer.
- Assisting in the sourcing of venues for all events.
- Managing external suppliers.
- Administering event budget and ensuring it is maximized for the events.
- Organizing and managing TCG events, in the run-up, on-site, and post-event.
- Sourcing venues and contractors, obtaining quotes and conducting site visits. The Chief Administrative Officer will approve all major expenditures.
- Liaising with event contractors, including exhibition builders, and caterers.
- Liaising with and handling arrangements for TCG Board of Directors, employees, speakers, entertainers, exhibitors, and delegates.
- Maintaining detailed and accurate event files, e.g., exhibitor databases, recording contact and financial information.
- Liaising with conference delegates and exhibitors from the time that they commit

to attending, throughout the lead up, and during the event.

- Assisting TCG's Chief Financial Officer with events related to invoicing and financial control tasks.
- Co-ordinating delivery of TCG materials to events, internally and externally.
- Periodically providing administrative support to other members of staff, under the advice and approval of the Chief Administrative Officer.
- Determining parameters, policies, and procedures of events plan.
- Developing and implementing an event plan (per event).
- Supervising the development and production of promotional materials and presentations.
- Overseeing the financial management of events, with the Chief Financial Officer and the Chief Administrative Officer.
- Such other and further duties and responsibilities as the TCG may communicate from time to time.

### **Qualifications and Requirements:**

- Secondary (high) school diploma or equivalent
- Valid Class 5 driver's license
- Five (5) years of experience in a coordination or events management capacity.
- Knowledge of and experience with Tahltan culture or a willingness to learn.
- Moderate to advanced computer skills, adept in Microsoft Office, and familiarity with MS Teams, Zoom, with the ability to learn new applications as required.

### **Personal Skills & Attributes:**

- Self-motivated, dependable, and able to work independently with minimal supervision.
- Detail-oriented and able to prioritize information and action items.
- Strong communication skills, both oral and written.
- Ability to maintain positive, professional working relationships with TCG staff, community members, and vendors.
- Personable, approachable, diplomatic, and objective.
- Flexible and coachable with an eagerness to learn.
- Respectful and aware of Tahltan culture.

**Remuneration and Work Hours:**

- 35 hours per week. Some travel may be required.
- \$50,000.00 to \$60,000.00 salary range dependent on candidate experience.

**Work location:** It is preferred that the position be based in Tahltan Territory; however, applicants in the Lower Mainland are encouraged to apply.

**How to apply:** Please email your resume and cover letter stating, 'why you're the perfect candidate,' in PDF file format to [hr@tahtlan.org](mailto:hr@tahtlan.org) with the subject ""Events Coordinator" Application, Attention Chief Administrative Officer."

*Tahltans are encouraged to apply via OnTrack*

Any Questions?

Contact the Chief Administrative Officer at [executivedirector@tahtlan.org](mailto:executivedirector@tahtlan.org)

**Deadline for Application: April 25, 2023**

(Note: We reserve the right to hire sooner than the deadline if we secure a qualified candidate).