



# TAKLA NATION

HEALTH ▪ PROSPERITY ▪ TRADITION

## Job Posting

**POSITION TITLE:** Takla Events Coordinator

**SUPERVISOR'S TITLE:** Band Administration Manager

The Takla Events Coordinator will act as a central planner and resource for a variety of initiatives, including events planned by Takla, external events coming to Takla, trips by Takla members outside of Takla.

### SPECIFIC DUTIES:

- Actively coordinate or provide timely assistance to assigned coordinator for Takla Nation events planned for and occurring in the traditional territory. This includes assisting and supporting Health, Social Development, Education, the Community School, Housing etc. with their community events, and assisting Lands, and Sasuchan Development Corporation with their community events;
- Advise on community engagement and involvement, coordinate planning meetings as required, prepare agendas and notes for planning meetings as required;
- Assist Chief and Council with community events as required;
- As directed by supervisor, provide coordination support for non-Takla Nation events planned for and occurring in the traditional territory;
- Organize specific community trips for members, as required i.e. youth and elder's provincial activities; maintain common standards as per policy, and accompany members on trips as required;
- Maintain current information on all Takla- based events, including maintaining a current calendar of all Takla-based events, and Takla Nation events;
- Ensure other Takla Nation staff are well-informed on all Takla-based events;
- Share event information broadly in the community, with Takla members living outside the traditional territory, and with others as relevant (i.e. neighboring First Nations) using both technology and community networks;
- Promoting a positive work atmosphere and communicating in a professional manner that demonstrates mutual respect with community members and colleagues;
- Other duties as assigned by supervisor.
  
- As required:
  - Arrange facilities, keys and access;
  - Coordinate event services i.e. food, custodial
  - Determine costs and negotiate price for facilities/services if required

- Complete all necessary paperwork, track paperwork and ensure completion of paperwork;
- Actively seek relevant community participation for events;
- Problem solve all routine matters related to events;
- Actively engage in contributing to and accomplishing the vision, mission, and goals of the Nation;
- Promote a positive work atmosphere and communicating in a professional manner that demonstrates mutual respect;
- Other related duties as assigned.

**SKILLS AND KNOWLEDGE:**

- Exceptional interpersonal skills, including effective problem-solving and referral skills;
- Knowledge of First Nations culture and traditions;
- Excellent knowledge of Takla Nation, and the Takla Landing community and traditional territory;
- Demonstrated organizational and administrative skills;
- Prove ability to prioritize effectively, and to be flexible in a busy, demanding environment;
- Ability to use current office and computer technology effectively;
- Ability to develop and maintain efficient and effective event and office procedures;
- Proven ability to provide accurate, complete and current information on short notice;
- Demonstrated initiative to stay informed about community and organizational changes, initiatives and opportunities;
- Proven ability to develop and maintain positive working relationships internally and externally;
- Demonstrated ability to maintain confidentiality;
- Ability to travel throughout the region, and outside of the region;
- Current driver's license;
- Ability to work positively in a busy, demanding environment.

**Deadline:** for resumes May 25, 2018, 4:00 pm

Interested individuals please forward your Cover Letter and Resume to Takla Nation, Human Resources for Attention of Shannon West at [hr@taklafn.ca](mailto:hr@taklafn.ca)

Thanks in advance to all the applicants that have applied for the Receptionist position, but only selected candidates will be contacted.