CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

EMPLOYMENT OPPORTUNITY

Event Coordinator

Department:	Administration
Program:	Communications
Report To:	Communications Manager
Term of Employment:	Part-time permanent
Hours of Work:	19 hours per week
Level:	Level 4 ($25.44 - $31.63)
Closing Date:	Friday, November 6, 2026 at 4:00pm EST

About Us
Chippewas of Nawash First Nation (CNUFN) is a warm and welcoming community located approximately 20 minutes from Wiarton and 50 minutes north of Owen Sound, along the beautiful shores of Georgian Bay. The surrounding area offers a mix of small-town and rural living, with access to local amenities, outdoor recreation, and a strong sense of community. Set near the scenic trails of the Niagara Escarpment, the region is ideal for those who enjoy nature, culture, and a balanced way of life.

JOB PURPOSE

The Event Coordinator is responsible for overseeing the organization, coordination, and management of events such as, but not limited to cultural celebrations, community gatherings, ceremonies, fundraising activities and so on. This includes all stages from research to post-evaluation which includes promotion, marketing, logistics, planning, and feedback and evaluation processes. The goal is to enhance the well-being and cultural enrichment of the community and organization while fostering connections with those inside and outside of the organization and community for celebrating, learning and relationship building. Additionally, this role will provide support to the Communications Manager by assisting with various communication-related duties and responsibilities.

KEY DUTIES AND ACCOUNTABILITIES

Event Planning and Coordination:
Plan, coordinate and support CNUFN community and organizational events, including but not limited to celebrations, community gatherings, workshops, information sessions, meetings and special events.

- Develop event workplans, timelines, checklists and budgets
- Coordinating event logistics including venues, equipment, catering, transportation, accommodations, supplies and other operational requirements.
- Obtain quotes and coordinate with vendors, contractors and service providers as required.
- Work collaboratively with CNUFN departments, committees, leadership and external partners involved in event delivery.
- Assist with identifying funding and sponsorship opportunities for events as directed
- Assist with event-related, sponsorship, financial and written reporting requirements
- Recruit, coordinate and provide direction to event volunteers where required
- Coordinate event setup, implementation and teardown
- Prepare event schedules, agendas, run-of-show documents and other event materials as required.
- Maintain organized electronic records, event files, contact lists, budgets and post-event documentation

REQUIREMENTS

Education and Experience:

- High School or equivalent with experience planning and executing events
- Experience with event planning, logistics, budgeting, administration and working with vendors or service providers
- Experience coordinating or providing direction to volunteers is considered an asset
- Experience working in a First Nation organization or community environment is considered an asset
- Post-secondary education in Event Management, Communications, Business, Hospitality, Marketing, Project Management or a related field is considered an asset

Designations, Licences & Requirements:

- Valid G Driver's Licence would be considered an asset
- CPR and First Aid or ability to obtain within three (3) months of hire
- Acceptable recent Criminal Record and Vulnerable Sector Check
- Training and Certification in WHMIS, Occupational Health & Safety Awareness, Workplace Violence & Harassment Training, COVID-19 Health & Safety, Health & Safety Overview or willing to obtain

Equivalencies that include a combination of education and experience may be considered.

How to Apply

Submit cover a cover letter and resume that clearly highlight how your experience and qualifications align with the requirements of the position. Late applications will not be accepted.
Drop off or mail to: Administration Office, Chippewas of Nawash Unceded First Nation, 135 Lakeshore Blvd. Neyaashiinigmiing, Ontario, N0H 2T0. Identify position applied for on outside of the envelope. **Fax:** 519.534.2130 **E-mail:** employment@nawash.ca For more information or to obtain a copy of the job description, please visit our website https://www.nawash.ca/employment-opportunities/ or by call the Band Office at 519.534.1689

- **All applications are appreciated, however, only those selected to interview will be contacted. We strive to provide current CNUFN Employees and CNUFN Band Members with correspondence in regards to the status of their application/candidacy**
- **Preference will be given to CNUFN Band Members and those of Aboriginal decent who identify at time of application**
- **While COVID-19 vaccinations are not currently mandatory, they are encouraged for the safety of all employees, clients and community as a whole; a policy is in place, and accommodations are provided for those unvaccinated**
- **Due to the nature of positions, a recent acceptable Criminal Record and or Vulnerable Sector Check may be requested and paid by the Employer**