



Career Opportunity
Events Planner
(Full-time Permanent)

Closing:
December 13, 2024

Anticipated Start Date:
Immediate

Salary Range:
\$45,000 - \$50,000
(Based on Qualifications and Experience)

General Description:

Reporting to the Communication Manager, the Event Planner, is responsible for planning and organizing conferences, trade shows, seminars, festivals, exhibits, meetings, conventions, and other events. Their duties include choosing vendors and entertainment for events, letting people know about upcoming events through invitations, flyers, or social media, and making sure that attendees enjoy themselves.

Responsibilities:

- Meeting with department managers to discuss their event needs
- Organizing corporate or private events as requested
- Overseeing the set-up, execution, and cleanup of events
- Conceptualizing theme ideas, planning budgets, booking venues, liaising with suppliers and clients, managing logistics, and presenting post-event reports
- Ensure compliance with insurance, legal, health and safety obligations
- Order supplies needed for events and ensure items arrive in a timely fashion
- Assist with vendor selection and negotiating the best possible rates and terms
- Develop effective and collaborative relationships with internal and external stakeholders
- Develop and maintain partnerships with vendors and caterers
- Supervise staff at events, assign duties, and provide general direction

Qualifications and Experience/Skills:



- Post secondary education in business, tourism, or hospitality administration with two to three years of experience working as an Event Planner. A combination of education and work experience will be considered
- Excellent written and verbal communication skills
- Excellent time management and organizational skills
- Ability to manage a budget
- Ability to manage multiple projects independently
- Understanding of social media and other platforms and programs used to send invitations and promote events
- Knowledge of event performance monitoring methods and the ability to create reports that guide future event planning
- Valid driver's license and reliable transportation

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department

Email employmentapplication@sipeknekatik.ca

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 1W0

We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits.

Only those applicants who qualify for an interview will be contacted.