



OPPORTUNITY BRIEF

Events Lead

SEARCH CONDUCTED BY PLACEMAKING 4G



About Millbrook First Nation

Millbrook First Nation is a Mi'kmaq community located within the town of Truro, Nova Scotia, with communities across Sheet Harbour, Beaver Dam and Cole Harbour. The community has steadily built a reputation for strong economic development, with thriving ventures such as the Millbrook Power Centre, a gaming centre in Cole Harbour, and a wharf in Sheet Harbour.

Millbrook First Nation is entering an exciting and important phase—one where the values, priorities, and long-term goals outlined in our Comprehensive Community Plan (CCP) are being brought to life across our governance, projects, and day-to-day operations.

At its heart, Millbrook is a community that leads with care, with deep respect for Mi'kmaw ways of being, and a strong vision for the health and well-being of all generations.

STATEMENT OF INTENTION

Preference will be given to qualified Indigenous applicants, particularly those who identify as Mi'kmaq and/or are members of Millbrook First Nation. To ensure a thoughtful and inclusive process, we've partnered with the P4G search team, who are committed to fostering a safe and supportive environment. They're here to listen and help accommodate your needs, making sure your journey with us is intentional and inclusive.

About the Parks, Recreation & Youth Department

The Parks, Recreation & Youth Department provides programs, services, and spaces that foster health, wellness, and connection. From sports and fitness to cultural and community activities, the department is focused on bringing people together and creating opportunities for all community members to thrive.

We're looking for someone who is creative, community-minded, and committed to bringing people together through meaningful events and activities. As the Events Lead, you'll guide and support a dedicated events team, ensuring programs are inclusive, well-organized, and reflective of Mi'kmaw traditions, values, and community priorities.





This Moment, This Position

As the Events Lead, you'll report to the Manager of Parks, Recreation & Youth and oversee events and activities across Millbrook, Cole Harbour, Sheet Harbour, Beaver Dam, and Newfoundland and Labrador. You'll lead a team of Event Coordinators, ensuring programs are inclusive, well-organized, and reflective of Mi'kmaw traditions, values, and community priorities.

This leadership role encompasses event strategy, planning, coordination, marketing and communications, logistics, administration, budgeting, and evaluation. You'll be hands-on in shaping how community events are envisioned and delivered, creating spaces for celebration, connection, learning, and fun—while guiding your team to bring each event to life with impact and excellence.

If you have a heart for collaboration, a head for organization, and a talent for leading others, this role offers an opportunity to make a lasting impact—bringing to life events that celebrate culture, foster connection, and engage the whole community. You are also energetic, professional, and committed to community well-being, approaching every event and interaction with high integrity, ethical standards, and accountability.

How You'll Contribute

Event Planning & Coordination

- Develop annual work plans and budgets.
- Design and manage events that foster cultural celebration, youth engagement, and community belonging.
- Oversee logistics, including scheduling, venues, permits, vendors, staffing/volunteers, and budgets.
- Ensure every event has a comprehensive Emergency Action Plan (EAP) and mitigated risks.

Leadership & Team Development

- Provide guidance and mentorship to the Event Coordinator team.
- Identify professional development needs and coordinate training.
- Foster innovation by introducing new and creative ideas to strengthen community participation.

Community Engagement & Partnerships

- Build opportunities for Elders, youth, and families to participate in events in meaningful ways.
- Collaborate with departments on initiatives that promote health, safety, and cultural awareness.
- Liaise with funders, sponsors, vendors, and community partners.
- Develop fundraising proposals, sponsorships, and resource strategies to support events.



Communications & Reporting

- Collaborate with the Communications & Engagement Department to create integrated promotion strategies across print, digital, and web-based platforms.
- Track participation, feedback, and outcomes of events to inform future planning.
- Provide regular updates and recommendations to leadership.

What You'll Bring

Education & Experience

- Post-secondary education or certification in event planning, recreation management, social services, hospitality, or a related field.
- Minimum 5 years' experience as an event manager or in a similar role.
- Proven experience working with First Nations, Indigenous communities, or non-profit organizations.
- Experience in community development and partnership-building.

Knowledge & Skills

- Strong organizational, project management, and coordination skills.
- Proficiency in Microsoft 365, Teams, Zoom, and other planning tools.
- Knowledge of Indigenous communications, cultural logistics, and Millbrook community traditions.
- Budget management and evaluation expertise.
- Excellent interpersonal and conflict-resolution skills.

The Package

Status	Full-time, permanent.
Salary	\$60,000 - \$70,000, commensurate with experience.
Benefits & Perks	Health & Dental coverage, Pension Plan, paid Vacation and Medical days, 2-week paid Holiday Shutdown, observance of Federal and Provincial Holidays, 4 additional Indigenous Holidays, and Summer Fridays
Hours	Monday to Friday, 32-hour compressed work week. Some evenings and weekend availability will be required from time to time.
Location	Millbrook Band Office, 820 Willow St., Millbrook, Nova Scotia
Travel	To satellite locations will be required.



What to Expect

Hiring processes often reflect systems that don't work for everyone. At Placemaking 4G, we believe recruitment should be relational and affirming. Our desire is that candidates are respected, informed, and supported throughout.

- We closely review all applications and read each cover letter (we promise).
- If you are selected as a top candidate, expect an invitation to chat with a Lead Placemaker from P4G. This is someone who treats the recruitment process non-traditionally. We want to get to know what inspires you.
- Selected candidates will proceed to a virtual interview with the Lead P4G Placemaker and 2-3 organization representatives.
- Finalists may participate in a second-round interview or skills activity (virtual or in-person).
- P4G will check employment references and assist in presenting an offer to the successful candidate.

Apply now by
Clicking Here!

**Applications will be accepted until
November 12th at 12:00 pm (noon) AT**

Please include a cover letter that speaks your experience and offers a glimpse of your personality. Wela'lin!

Have questions about the role?

Reach out to the Lead Placemaker at P4G to learn more.

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