

# EVENT COORDINATOR CONTRACT POSITION

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Start Date: March 1, 2018 – End Date: August 25, 2018

Under the direction of the MLIB Social Committee, the Event Coordinator will report directly to the Executive Assistant, to be responsible for planning of various projects.

Job tasks and responsibilities:

1. Lead the planning and implementation of various projects
2. Facilitate the definition of project scopes, goals and deliverables
3. Participation in the social committee meetings
4. Assemble and coordinate various events hosted by MLIB
5. Maintain projects calendar
6. Manage projects budget
7. Manage projects resource allocation
8. Plan and schedule projects deadlines
9. Provide direction and support to the social committee
10. Prepare and/or edit meeting minutes, presentations, etc.
11. File all projects documents
12. The detailed schedule will include all project phases
13. Responsible to track project changes and produce updated schedule as agreed
14. Compile summary document and prepare reports
15. Issue request letters and invitations
16. Responsible for site supervision
17. Create full report on all above mentioned items – on a monthly, and weekly as required
18. Other duties as required

Qualifications and Experience:

1. Knowledge of project management techniques and tools
2. Proven experience in people management
3. Valid driver's license

Key competencies:

1. Critical thinking and problem solving skills
2. Planning and organizing
3. Decision-making
4. Communication skills
5. Delegation and team work
6. Conflict management
7. Stress tolerance
8. Initiative

This is a contract position and wage will be based on experience (training may be provided). The project may be up to 665 hours based on the above dates. Work dates to be provided upon acceptance of contract.

**Please provide resume with cover letter by February 23<sup>th</sup>, 2018 at 4:00pm.**

Submit to: McLeod Lake Indian Band  
Kandy Stout

VIA FAX: 250-750-4420 or email: [kstout@milib.ca](mailto:kstout@milib.ca)

*\*only qualified applicants will be notified for an interview*