



Beausoleil First Nation

Eleven O'gemaa Miikan

Christian Island, ON

L9M 0A9

705-247-2051 Fax: 705-247-2239 Email: admin@chimnissing.ca

Date Posted:

November 30, 2018.

Employment Training Opportunity

This is an OTTER FUNDED TRAINING POSITION.

Beausoleil First Nation is seeking a qualified and self-motivated individual who will be assisting with the planning, organizing, and implementation of all Springwater Park facilities and Events.

JOB TITLE: FACILITIES AND SPECIAL EVENTS COORDINATOR

Minimum Qualifications

1. Must be Employment Insurance (EI) Eligible.
2. Grade 12 Graduate
3. Willing to undertake further training
4. Organized and able to work independently
5. Good teamwork and Interpersonal skills
6. Proficient in MS office skills including Microsoft Word, Excel and Outlook.
7. Aboriginal Ancestry preferred
8. Provide a Criminal Reference Check and VSS (upon offer of employment)

Duties

1. Assist in scheduling, organizing and providing facilities for events.
2. Assist with development of programming, projects, special events and administrative duties
3. Provide assistance and direction as required by individuals/groups utilizing services and facilities
4. Perform daily inspections of equipment and advise management of any damage, deficiencies and the need to repair or replace any items
5. Supervise and motivate individuals or groups that are utilizing the facilities and participating in programming
6. Ability to work with and direct volunteers who assist with the delivery and coordination of programs
7. Assist in the coordination of events for Springwater Park facilities such as annual Pow Wow, Achievement Day, Remembrance Day, Community Athletic Banquet, Community Christmas Party and Winterfest.

Duration: Term Contract until March 31, 2019

Closing Date: **December 10, 2018 @ 4:30 PM**

Hours of Work: 35 hours per week (evenings and weekends) **Rate of Pay:** \$ 15 /hour

Supervisor: **B. Jeff Monague**
Springwater Park Manager

Functional Supervisor: **Georgia Monague**
Community Ec Dev Officer

Applications shall be delivered to the Beausoleil First Nation Administration Building. Applications must consist of the following: Cover letter and CURRENT resume. Your application package must be clearly marked with your name and the position you are applying for. jobs@chimnissing.ca Faxed or e-mailed applications are acceptable; however, applicants selected for an interview must present the original signed letter of application at the interview.

Thank you to all who apply, however, only those selected for an interview will be contacted.