



"Working Together"

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Whitefish
Lake
A *
First Nation
M *
Sagamok
Anishnawbek
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Serpent River
First Nation
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Mississauga
First Nation
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Thessalon
First Nation
W *
Garden River
First Nation
E *
Batchewana
First Nation
N *

**The
North
Shore
Tribal
Council**

HEAD OFFICE:
P.O. Box 28
Hwy. 17 East
Cutler, Ontario
P0P 1B0

Tel: (705) 844-2340
Fax: (705) 844-2563

HEALTH PROGRAM:
Tel: (705) 844-2021
Fax: (705) 844-2844

BRANCH OFFICE
P.O. Box 2049
1 Industrial Park Rd., E.
Blind River, Ontario
P0R 1B0

Tel: (705) 356-1691
Fax: (705) 356-1090

**Mamaweswen, The North Shore Tribal Council
Employment Opportunity – Special Events Coordinator (REVISED)**

Mamaweswen, The North Shore Tribal Council invites applications for Special Events Coordinator to work out of the Head Office in Cutler, Ontario.

Purpose

Under the direct supervision of the Administration Unit, the Special Events Coordinator will provide Administrative Support and leadership in the planning and coordination of NSTC's fund raising events.

Job Responsibilities

- Coordinate fundraising of Special Unit events involving decision making, managing event processes, coordinating/preparing meetings, monitoring and distributing event budgets.
- Responsible for all communicate and networking with sponsors and sub-committee to plan scope of events.
- Establish and monitor budgets, prepare financial and activity reports.
- Liaison with NSTC leadership, sub-committees and the member FNs on the development of media, promotional materials, announcements and speech writing.
- Assist in developing new events/fundraising initiatives and identifying staff needs and assignments.
- Planning and working with Unit Managers with various initiatives.
- Provide day-to-day monitoring and supervision of all active files, data entries, as it pertains to fundraising activities, proposals, submissions, and communications, related to mandate.

Requirements/Qualifications

1. Completion of secondary school.
2. A university degree or college diploma in business administration and/or certification relating to special events planning in public relations with 2 years experience with media relations is an asset.
3. Minimum of 3 years experience in administration and/or office management.
4. Excellent organizational and problem solving skills.
5. Proactive approach to project management.
6. Ability to balance and prioritize multiple responsibilities and attention to detail and accuracy.
7. Software proficiency in Microsoft Word, Excel, Power Point, Access Publisher, is required; as well as knowledge and experience in a data base program, ability to trouble shoot, Internet e-mail.
8. Excellent written and interpersonal communication with marketing/promoting and communication skills.
9. Demonstrated high energy level, flexibility and ability to maintain confidential information.
10. Experience and comfort with facilitation of committee meetings.
11. Valid driver's license, access to a vehicle and ability to travel.
12. Ability to speak the Anishinawbe Language will be considered an asset.

Application Deadline: No later than 4:00 p.m. on March 17, 2010

Send letter of application, resume and three (3) current letters of reference and CPIC, along with all copies of Degrees, Diplomas and/or Certificates to:

Norma Diamond, Chief Executive Officer
Mamaweswen, The North Shore Tribal Council
Box 28, Cutler, ON P0P 1B0

Phone: (705) 844-2340 Fax: (705) 844-2563

A full job description is available upon request

Only those who qualify for an interview will be contacted

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