



## **POSITION TITLE: Events Coordinator**

**TERM: Full Time, Permanent**

**SUPERVISOR: Communications Manager**

Secwepemc Child and Family Services Agency (SCFSA) is a progressive and culturally focused agency supporting family safety that endeavors to provide outstanding practice to First Nations families residing in the communities of the seven-member bands; Adams Lake, Bonaparte, Neskonlith, Skeetchestn, Tk'emlúps te Secwépemc, Simpcw, and Whispering Pines/Clinton and who reside in Kamloops.

Striving to provide exceptional family healing services through prevention-based practice, SCFSA incorporates a Signs of Safety® framework as an innovative, strengths-based, and safety-organized approach to child protection casework.



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### Job Summary

The Events Coordinator will oversee all aspects of event planning and management; including booking the venue, planning food service, entertainment, decorations, transportation, staffing for preparation and for the day of the event, and keeping everything within the allocated budget and ensure that the event itself is carried out smoothly. The coordinator will also support other team/agency specific events as needed. The Events Coordinator must be well-organized, detail-oriented, and have exceptional communication skills.

### Qualifications

#### **Education and Experience:**

- High School graduate;



- Minimum of 2 years' experience in a related position, **OR** an equivalent combination of education and experience;
- Demonstrated knowledge and experience with event planning and project management principles.

### **Skills and Abilities:**

- Knowledge of the community and available resources, both locally and provincially;
- Ability to exercise tact and diplomacy, flexibility, and good judgement. Excellent inter-personal, written and oral communication skills;
- Able to work independently and as a member of a diverse team, where productive relationships are developed and maintained;
- Ability to strategically multitask, prioritize, and complete projects with changing deadlines and high levels of urgency;
- Ability to withstand long and flexible working hours, including occasional travel and outdoor events;
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Creative Cloud, and Social Media web platforms;
- Organized and self-motivated, dependable and detail-oriented;
- Recognizes and respects all cultural diversity and has an understanding of local Secwépemc culture and traditions.

### **Working Conditions:**

- Occasional travel required.
- Potential for violence in the workplace.
- Hours of work are nonstandard and connected to services and community needs.
- Receives regular supervision with direction and checks of the work performed.

### **Conditions of Employment:**

- Must be able to obtain and maintain a Criminal Record Check.
- Must be able to obtain and maintain a valid BC Driver's License, class 5 with no restrictions.
- Must provide a vehicle in good operating condition and appropriate insurance to meet program requirements.
- We offer a modified work week schedule, great benefits, time off at Christmas, team days, cultural training, elder support, and a great team to belong to!

### **Directly Supervises:**

- None

### **Pay Grade:**

- starting wage \$35.1121



## **SUBMIT COVER LETTER and RESUME**

Human Resources Department  
hr@secwepemcfamilies.org  
153 Kootenay Way, Kamloops, BC V2H 0E6  
Posted until January 30, 2025 at 12 noon

**Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry. Preference may also be given to applicants who can demonstrate knowledge and/or experience with Secwepemc language, culture, history, and customs.**