



Moose Cree First Nation

EMPLOYMENT OPPORTUNITY

Gathering of Our People Coordinator

Competition # 19-28

Job Location: Moose Cree First Nation, Moose Factory, Ontario

Position Summary:

Under the general supervision of the Director of Language and Culture Programs, the Coordinator shall be responsible for the planning and coordination of the 2019 Gathering of Our People event. He/she will coordinate and implement tasks activities as directed by the planning team. The Coordinator will conduct regular planning meetings, act on direction given by the planning team, provide regular reports, seek sponsors and closely monitor the financial sector. The Coordinator will work with the GOOP Assistant and both will play a key role in achieving the purpose and objectives of the 2019 Gathering of Our People event.

Qualifications/Requirements:

1. Experience in coordinating major events.
2. Knowledge and experience with proposal writing.
3. Excellent planning and coordination skills.
4. Excellent oral and written communication skills.
5. Excellent computer skills.
6. Excellent administration and financial management skills.
7. Must have strong interpersonal skills and leadership qualities.
8. Ability to work under minimal supervision and within a team framework.
9. Must be able to provide a copy of most recent CPIC upon request or proof of application.
10. Class "G" driver's license would be an asset.

Salary: As per funding availability

Duration: Short Term Position up to August 16, 2019.

References: Two recent employment references with cover letter and resume and permission to contact.

Submit Resume to: Human Resources Generalist
Moose Cree First Nation
P.O. Box 190
Moose Factory, ON POL 1W0

Fax: (705) 658-4734 or **email:** jobs@moosecree.com

Deadline for Resume: Friday, May 17th, 2019 @ 4:00 pm

Job Description: Available Upon Request

Only those selected for an interview will be contacted