Piapot
First Nation

General Delivery
Zehner, SK S0G 5K0
Ph: 306.781.4848
Fax. 306. 781-4853
piapotnation.com

Event Coordinator – One Full-Time Position Available

Position Summary
Piapot First Nation is seeking a highly dedicated and experienced **Event Coordinator** to lead the planning and execution of a significant community event commemorating the 150th anniversary of the signing of the treaties. This historic event will bring together community members, leadership, and special guests to honor and celebrate our heritage and history.

Key Responsibilities

Event Planning and Management

- Develop and manage a comprehensive 3-day community event plan.
- Create detailed event timelines, schedules, and budgets.
- Source and manage vendors, suppliers, and service providers.
- Prepare and send invitations to dignitaries and chiefs.
- Establish and work closely with an event planning committee.

Venue Coordination

- Secure and coordinate appropriate venues.
- Plan event layouts, seating arrangements, and site logistics.
- Manage on-site operations and liaise with the event committee.

Cultural and Historical Programming

- Develop culturally appropriate programming in collaboration with the event committee and community cultural experts.
- Schedule and manage speakers, presenters, and performers.

Marketing and Promotion

- Develop and implement a marketing plan, including social media promotion.
- Design and distribute promotional materials.

Audio-Visual and Technical Support

- Coordinate all audio-visual and technical needs.
- Manage live streaming and event recordings as required.

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Catering and Hospitality

- Arrange catering services and hospitality logistics.

Qualifications and Skills

- Strong event planning and organizational skills, with the ability to manage multiple tasks and deadlines.
- Excellent written and verbal communication skills.
- Problem-solving and decision-making abilities.
- Strong time management and budgeting experience.
- Leadership skills, with the ability to motivate and manage event staff and volunteers.
- Negotiation skills for vendor and service contracts.
- Creative thinking to develop engaging event themes and activities.
- Knowledge and respect for Indigenous cultures and protocols is an asset.

Deadline: Friday, May 23, 2025, at 4:30 PM

Please submit your resume, cover letter, a copy of your degree and/or certificates, and three references to:
Email: HR@piapotnation.com

We thank all applicants for their interest. Only those selected for an interview will be contacted. Piapot First Nation relies on The Saskatchewan Human Rights Code to give preference in employment; therefore, please indicate your status in your cover letter.