



**DENISIQI SERVICES SOCIETY**  
Employment Opportunity  
**Event Planning and Communications Coordinator**

**POSITION SUMMARIES:**

We are seeking a highly organized and creative Events Planner to join our team. The Events Planner will be responsible for coordinating all aspects of events, from conception to execution, ensuring that every detail is meticulously planned, communicated, and executed flawlessly. The ideal candidate will possess excellent communication skills, strong attention to detail, and the ability to thrive in a fast-paced environment. The position may require extensive out-of-office work in the community's evenings and weekends.

**PRIMARY DUTIES AND TASKS:**

- Plan, organize, and execute a wide range of events, including but not limited to celebrations, workshops, events, trainings, and social gatherings.
- Serve as the primary point of contact throughout the event planning process, understanding all the needs, preferences, and expectations to ensure a successful event.
- Develop communication plans to promote events, programs, and initiatives.
- Source, negotiate, and coordinate vendors, including caterers, entertainers, equipment and supplies and other event-related services, to ensure the smooth execution of events.
- Scout and secure event venues that align with the vision and requirements, considering factors such as capacity, location, amenities, and accessibility.
- Oversee all logistical aspects of events, including setup, teardown, transportation, accommodations, and guest management, to ensure seamless operations.
- Collaborate with managers to conceptualize event themes, décor, and layouts.
- Create and manage detailed event timelines and schedules, ensuring that all tasks are completed on time and deadlines are met.
- Provide on-site management and coordination during events, overseeing all activities to ensure that everything runs smoothly and addressing any issues as they arise.
- Coordinate and liaise with all vendors.
- Facilitate communication between different departments and teams to promote collaboration.

**Qualifications:**

- Event Management, Marketing, or Formal Education in related field.
- Proven experience as an Events Planner or similar role, with a successful track record of planning and executing events of varying sizes and complexities.
- Strong organizational and time management skills, with the ability to multitask and prioritize tasks effectively.
- Excellent communication and interpersonal skills, with the ability to build rapport with vendors, and team members.
- Creativity and attention to detail, with a passion for delivering high quality events.
- Flexibility to work evenings, weekends, and holidays, as required.
- Valid Class 5 driver's license; willing to travel as required; clear criminal record.

**Salary: \$ 35.11**

**Closing Date: 4:30 pm May 1, 2024** for first round of interviews then open till filled

**Please submit resumes, with references, and cover letter:**

<b>Attention:</b>	Christa Smith	<b>By e-mail:</b>	<a href="mailto:christa@denisiqi.org">christa@denisiqi.org</a>
<b>By post:</b>	Denisiqi Services Society 240B North Mackenzie Avenue Williams Lake, BC V2G 1N6	<b>By fax to:</b>	250-392-6501

**Note:** Pursuant to section 41 of the BC Human Rights Code, preference will be given to applicants of Aboriginal ancestry.  
*Only short-listed applicants will be contacted.*