



ORGANIZATION: Le7 te Melámen Health Society

LOCATION: Kamloops, BC

POSITION: Event Coordinator

Employment Type: 6 Month Fixed Term Contract, with the possibility for extension contingent on secured funding.

The Organization:

Our mission is to establish a dynamic non-profit organization that enriches the quality of life in Secwépemcúlecw. The Le7 te Melámen Health Society (LtMHS) is passionately committed to enhancing the well-being of the Secwépemc Nation and its 16 communities through a culturally focused approach, ensuring the safety and well-being of Indigenous families.

The Position:

As our Event Coordinator, you'll be essential in the event planning process as well as the coordination, and execution of our events.

The Event Coordinator's responsibilities and day-to-day tasks include:

- Planning and organizing events from start to finish, including establishing event timelines, booking venues, and coordinating logistical details for the events;
- Create and manage event budgets, calculate billing amounts, track expenses, and ensure that all costs are within allocated limits;
- Coordinate with vendors, speakers, and workshop facilitators to determine delivery of services;
- Promote our events by utilizing social media platforms;
- Oversee registration and manage attendees, ensuring a seamless check-in process for our events;
- Take charge of on-site event management on the day of the events by overseeing all logistical aspects;
- Conduct post-event evaluation and preparing post-event summary reports.

Requirements and Qualifications:

- A certificate in event management, hospitality management, marketing, communications, or a related field is preferred but not necessary;
- 3-5 years of experience in event planning or coordination;
- Strong familiarity with Secwepemc culture and traditions;
- Strong organizational skills, including the ability to manage multiple tasks, prioritize effectively, and meet deadlines;
- Written and verbal communication skills;
- Proficient in MS Office, Excel, Outlook, and social media sites, to send invitations and promote events;
- Must be able to work flexible hours and travel as required;
- Possess a valid driver's license with a reliable vehicle.

Total Rewards:

- Hourly Wage of \$32.00-\$38.00, based on skill set and experience.

In accordance with the LtMHS Human Resource Handbook, the priority will be to hire qualified people of Secwepemc ancestry, preference may be given to applicants of Indigenous ancestry.

If you are interested in a position like this, please submit your resume, cover letter, and references by email to pa@ltmhs.org (referencing **LtMHS EC** in the email subject line), the posting will remain open until the position is filled. The LtMHS thanks all applicants for their interest, however only those selected for an interview will be contacted.