



Prevention Event Planner

Be a Part of Our Growing Team!

Department: Social Services – Child Welfare Prevention

Posting Date: April 28, 2023

Location: Nipissing First Nation, ON

Schedule: Standard Work Week

Job type: Full-time, Permanent

Vacancies: 1

Reports To: Manager, Child Welfare Prevention

The Prevention Events Planner will be responsible for collaborating with Prevention Workers to facilitate advanced planning of programming and prevention community events. A member of the Child Welfare Prevention team, they will be responsible for coordinating logistics of events including programming locations are accessible to all members of the community. The Prevention Events Planner will oversee the booking process, including advertising, catering, documentation, venue booking, and general communication as well as liaise with internal departments as required.

What you'll do in the role

- Work collaboratively with all Prevention Program Staff.
- Review planning schedule with each program staff to prevent gaps or overlaps.
- Communicate with staff for information and details of events and needs.
- Provide booking and scheduling support for department including on-site Workshops and Training.
- Coordinate catering based on internal policy requirements
- Develop a schedule of timelines for monthly/annual events and deadlines.
- Engage with Manager for support and direction as needed.
- Model behavior in a manner that serves as an example for positive choices.
- Understand the operations and functions of Nipissing First Nation community.
- Maintain documents, that are essential components of good program management that demonstrates the program is being delivered according to proposed work plan.
- Complete internal day-to-day administration tasks i.e. requisitions, mileage logs, expense reports, budget plans.
- Participate in relevant conferences, training, workshops and related courses and meetings for professional development as required or directed.

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role



Employment Opportunity

- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe
- Must have a diploma in office management or hospitality or 1 year of office support experience and an equivalent diploma with transferrable skills.
- Must have a clear criminal reference check (CPIC) Vulnerable Sector Check, and Child Welfare Check.
- Must have strong computer skills, including Microsoft applications (Office 365, Outlook, Excel)
- Must possess a valid Ontario Driver's License / Access to vehicle.
- Knowledge and experience with coordinating and multitasking.
- Strong organizational skills, detail oriented, and ability to meet deadlines.
- Must have the ability to engage people to build trust and rapport; effective verbal and listening communication skills.
- Understanding and commitment to quality service and best practices.
- Knowledge and awareness of Indigenous culture and history, with emphasis on family violence, child welfare, the impacts of trauma, child and youth engagement and community outreach an asset.
- Knowledge of Nipissing First Nation community programs and social services.
- Knowledge of the 7 grandfather teachings.
- Must be able to maintain confidentiality.
- High level of proficiency and accuracy in clerical tasks including proof reading of notes, filing systems, documentation.
- Ability to work flexible hours, that will include some evenings and/or weekends to support community needs.

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing May 12, 2023 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Two

Closing May 19, 2023 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Three

Closing May 26, 2023 - 3rd Round

- Opportunities are open to all applicants (status and non-status)



Employment Opportunity

- The posting will be open until filled

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.

Are you a member of NFN? If so, please read below:

- ✓ *Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.*
- ✓ *Work experience and training opportunities are taken into consideration when screening applications.*
- ✓ *Nipissing First Nation members are encouraged to apply to all rounds of employment postings.*
- ✓ *As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.*

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.