



EMPLOYMENT OPPORTUNITY

Events Planner Program Assistant

Department: Social Services – Walking Alongside Program

Posting Date: October 4, 2024

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Permanent – Full Time

Vacancies: 1

Reports To: Supervisor, Events Planner Program

Starting Salary: \$45,791.20

What you'll do in the role

- Collaborate with prevention program staff to plan and schedule community events.
- Review event planning schedules to avoid overlaps or gaps in programming.
- Communicate with staff regarding event details and requirements.
- Engage with the supervisor to ensure event accuracy and timelines are met.
- Model positive behavior and serve as a role model during community events.
- Attend relevant meetings, workshops, seminars, and conferences.
- Complete administrative tasks such as requisitions, mileage logs, expense reports, and budget plans.
- Maintain event documentation to ensure proper program management and accountability.
- Attend program events and support delivery alongside Child and Youth Program facilitators.
- Support in organizing of program supplies, and inventory of supplies.
- Support in any clean-up of office and other programming space.
- Participate in workplace safety forums (e.g., WHMIS, COVID-19 Safety Training).
- Attend required safety training, including First Aid/CPR and Safe Food Handling.

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.
- 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.

Events Planner Program Assistant

What you bring to the table

- Respect for indigenous culture and willingness to learn Ojibwe.
- Must have a minimum of 1 year Office Support Experience and an Equivalent Diploma with transferable skills.
- A graduate from a post-secondary institution in Office Management or Hospitality is preferred.
- Must have a Valid Ontario Driver's License.
- Must have a clear Criminal Reference Check (CPIC) Vulnerable Sector Check, and Child Welfare Check.
- Must be bondable.
- Must display initiative.
- Excellent communication and teamwork skills.
- Strong interpersonal skills and high-level organizational skills.

APPLICATION DEADLINES:

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

Closing October 18, 2024 - 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 October 25, 2024 - 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 November 1, 2024 - 3rd Round

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



EMPLOYMENT OPPORTUNITY

Events Planner Program Assistant

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.