



Walking Alongside Services Events Planner

Department: Social Services
Posting Date: Friday April 11, 2025
Location: Nipissing First Nation
Schedule: Standard Work Week/35hr
Job type: Fulltime/Permanent
Vacancies: 1
New or Existing Position: Existing
Reports To: Program and Events Supervisor
Starting Salary: \$49,922.60

Nipissing First Nation is seeking an organized, creative, and community-minded **Events Planner** to support our **Walking Alongside Services**. This role involves planning and coordinating events that foster connection, healing, and support for individuals and families navigating challenging life circumstances. The successful candidate will have a heart for service and a strong ability to create inclusive, meaningful experiences that reflect our mission and values.

What you'll do in the role

- Work collaboratively with all program staff to plan events.
- Review planning schedules with program staff to prevent gaps or overlaps.
- Communicate with staff regarding event details and logistics.
- Engage with supervisors to ensure scheduling accuracy and timely execution of events.
- Book locations and resources through the NFN booking portal.
- Compile and submit program events for newsletters and communications.
- Coordinate catering, IT needs, and other logistical support.
- Attend staff meetings, workshops, and seminars relevant to the position.
- Maintain accurate documentation related to event planning and program management.
- Complete requisitions, mileage logs, expense reports, and budget plans.
- Client file labeling and filing away in secured system provided
- Compile and input statistical requirements from funders.
- Financial reconciliation, and accurate documentation.
- Participate in professional development workshops and training sessions.
- Ensure compliance with Nipissing First Nation's policies and procedures.
- Assist with event setup and breakdown.
- Provide support to Child and Youth Program facilitators and Family Support Workers.
- Manage event supplies and inventory.

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 Diploma in Office Management, Hospitality, or related field OR 1 year of relevant office support experience with transferrable skills.
- Must have Valid Ontario Driver's License and access to a vehicle.
- Strong computer skills (Microsoft Office 365, Outlook, Excel) preferred.
- Experience in event coordination, budgeting, and program logistics.
- At least 1 year Work Experience in an Office environment.
- Strong organizational and time-management skills.
- Ability to work independently and as part of a team.
- Effective communication and interpersonal skills.
- Attention to detail and ability to multitask.
- Knowledge of Indigenous culture and history is an asset.

Application Deadlines:

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

Closing April 25th, 2025 - 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 2nd, 2025- 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 9th, 2025 - 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

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.