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ANCIENT SPIRIT, MODERN MIND

Permanent Full Time Position: Events Coordinator

Location: Port Alberni and Anacla Government Office

Salary Range: \$50,000.00 - \$60,000.00

Authority Relationship: Community Services Manager

As the Events Coordinator you will play a key role in developing and coordinating complex special events, PR launches, and other government promotions for Huu-ay-aht Government programs. Your primary role will be to increase awareness and citizen engagement for the Nation. Assisting in the development of marketing campaign materials, reaching out to the target audience, sending invitations, and supporting the communication department on all postings on various social media platforms. Managing all the email invites, planning, implementing and organizing events.

Key Accountabilities:

The Events Coordinator is accountable for:

- Coordinating and managing all events related services for HFN Government and Administration including, expense claims, cost allocations, event planning and coordination.
- Maintaining an events calendar, writing event communications, and liaise with vendors to ensure event success
- Coordinating with the negotiations for event space contracts, arranging food and beverages, ordering supplies, event signs, and audiovisual equipment, making appropriate travel arrangements, and ensuring appropriate décor to meet the quality expectations of HFN.
- Analyzing, evaluating and approving where appropriate all billings received as a result of event planning functions.
- Analyzing productivity and performance of each event
- Always maintaining confidentiality and neutrality.
- Promoting a performance-focused environment in alignment with the HFN's values, culture and business goals.

Job Duties:

- Works collaboratively with other HFN departments / personnel to plan and coordinate HFN events requirements.
- Works collaboratively with Senior Administrative Coordinators for Executive Director and Executive Council when planning events.
- Serves as a liaison with vendors on event-related matters.
- Conducts research, make site visits, and find resources to help HFN make decisions about event possibilities.
- Develops and conducts surveys of attending groups to ascertain effectiveness of program message and determines preferences for future events; proposes new ideas to improve the event planning and implementation process.

Office: Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555/ 250.728.3414 Fax: 250.728.1222

Mail: Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646



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- Monitors costs, benefits and results of HFN's events program.
- Identify & complete grant funding opportunities to support HFN events. Lead in the grant writing, submitting, and managing grant proposals from the submission of annual and final reports.
- Evaluates, analyzes and submits departmental quarterly budget information as well as coordinating all input budget estimates.
- Prepares budgets and expense reports.
- Coordinates events from inception to completion.
- Attends all HFN planned events to ensure the event runs smoothly
- Must travel to community engagement locations for set up.
- Make travel arrangements for facilitators and out-of-town attendees.
- Develops and implements events strategies.
- Ability to solve travel and events issues after hours
- Performs other duties as assigned.
- Adjust work hours accordingly when required to work not within the regular work hours
- Attentive to their professional brand, polished and personable.
- Develop and implement comprehensive event plans that align with organizational goals and objectives.
- Collaborate with HFN team members to plan and execute events and engagements that foster meaningful engagement with our audiences.
- Identify and develop effective communication strategies to promote events and engage with target audiences.

Operational Requirements:

- Valid class 5 driver's license.
- Works 1-2 days per week in Anacra.
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends.
- The work involves adapting to the exposure of fluctuating and unpredictable demands of conflicting deadlines and priorities.
- Ability to lift up to 25 Lbs.
- Ability to multitask, work on multiple meetings and events simultaneously, and prioritize tasks effectively.
- Able to function independently and as part of a team.
- Capable of navigating competing priorities at a fast pace, working effectively under pressure, and adapting to change quickly.
- Comprehensive attention to detail.

Education and Experience Requirements:

- Demonstrated ability and experience in upholding the HFN Organizational Values: *Professionalism, Respect, Health, Effective Communication, Trust, Support.*

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- Certificate, diploma or degree in hospitality, marketing, or combination of education and experience.
- 2+ years related event planning and coordination experience.
- Demonstrated and successful experience planning, organizing, managing and communicating activities.
- Excellent oral and written communication and presentation skills.
- Excellent organization and problem-solving skills.
- Excellent computer skills including Word, Outlook, Excel, PowerPoint and Teams.
- Ability to promote a performance-focused environment in alignment with the HFN's values, culture and business goals.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayah.org by fax 250-728-1222. Please quote Events Coordinator Job Posting. Closing date for this position is May 7, 2025 at 4:00 pm.

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