** Kingsclear First Nation**

**77 French Village Road**

**Kingsclear First Nation, NB**

**E3E-1K3**

**Tel: (506) 363-3028**

**Fax: (506) 363-4324**

[www.kingsclear.ca](http://www.kingsclear.ca)

**Job Posting**

**Position Title:** Special Events Coordinator

**Location:** Kingsclear First Nation, NB

**Purpose**

Kingsclear First Nation is looking to hire an energetic individual to fulfill the position of Special Events coordinator.

**Duties and Responsibilities**

* Plan and organize any prospective events (social events, community events, potential activities, etc.)
* Ability to prepare and execute grants and proposals
* Coordinate and lead fundraising events
* Excellent communication skills
* Experience in attracting sponsorship
* Ability to liaise and leverage between departments on activities and upcoming events
* Ability to build internal and external relationships

**Qualifications/Requirements**

* High school diploma or equivalent (post-secondary will be considered an asset)
* The ability to work with a flexible work schedule (evenings, weekends, etc.)
* The ability to time manage accordingly
* Management and office administration experience is an asset
* Strong communication skills, organization skills and the ability to creatively think.
* Strong understanding in First Nations culture will also be considered an asset
* Valid Drivers License
* Current Criminal Record Check

To apply for the position, please include a cover letter and updated resume by **4:30 p.m (Atlantic Standard Time) on Thursday July 26, 2018** to the attention of Shelly Sabattis at the Band Office or email [shellysabattis@kingsclear.ca](mailto:shellysabattis@kingsclear.ca)