SUCKER CREEK FIRST NATION

Event Planner
Sucker Creek First Nation

Employment Type	Full-Time Annual Position
Salary Range	$20.00 - 25.00 per hour
Reports To	Director of Social
Location	Sucker Creek First Nation Main Office

About the Position

Sucker Creek First Nation is seeking a motivated, organized, and creative Event Planner to coordinate and oversee community events, cultural gatherings, celebrations, meetings, youth activities and special events throughout the year.

Key Responsibilities

- Plan and coordinate community events and activities.
- Manage budgets, schedules, venues, catering, and logistics.
- Promote events through social media and community communications.
- Coordinate volunteers, vendors, and support staff.
- Support cultural events while respecting traditional protocols.
- Prepare event reports and recommendations.

Qualifications

- Diploma or Certificate in Event Management, Hospitality, Tourism, Business Administration, would be an asset.
- Experience organizing community, cultural, corporate, or recreational events.
- Strong budgeting, organizational, and communication skills.
- Proficiency with Microsoft Office and social media platforms.
- Vendor and contractor coordination
- Sponsorship and partnership development
- Public speaking and presentations
- Knowledge of Indigenous culture, traditions, and community engagement practices is considered an asset.
- Valid Class 5 Driver's License and reliable transportation.
- Ability to obtain a clear Criminal Record Check.
- Ability to work flexible hours, including evenings and weekends.

Qualifications

How to Apply

Submit a Cover Letter, Resume, Human Resources Department at hr@scfn.ca

Application Deadline: Open Until Filled.

"Building Community Through Culture, Connection, and Celebration."