

# EMPLOYMENT OPPORTUNITY

## EVENTS PLANNER MATERNITY LEAVE BACKFILL

### ABOUT THE OPPORTUNITY

The ONA hosts numerous events which include 12 annual events, various trainings and workshops and other events that support community and culture. We are seeking an enthusiastic Events Planner to produce events from conception through to completion.

As the Event Planner you will ensure that all assigned events are executed in a professional and timely manner, meet safety and quality standards and follow ONA guidelines. The planner serves as a resource, and provides expertise to ONA departments and staff in relation to best practices for ensuring all ONA events are successful.

### DUTIES MAY INCLUDE:

- Liaise with other staff and departments to identify needs to bring each event vision to life.
- Responsible to create and implement the event management plan which includes coordinating all event logistics, budgets promotion and minimizing risk.
- Development of materials for events such as social media posts, posters, letters, training and resource materials.
- Conduct pre and post event evaluations and report on outcomes

### QUALIFICATIONS:

- An applicable Bachelor degree is required, with a minimum of 3 years' applicable experience.
- Demonstrate excellent written and oral communication, organizational, clerical skills and time management.
- Strong team work ethic, excellent inter-personal skills, must be able to collaborate and handle various personalities and work styles.
- Must be able to handle high stress situations and tight deadlines.
- Working knowledge of MSOffice, Social media platforms and online meeting software.
- Must understand or be willing to learn Syilx cultural protocols
- Valid class 5 BC driver's license
- Preference will be given to qualified applicants of Syilx ancestry

### TERM:

- Maternity backfill position minimum 1 year.
- The work term will be full-time 37.5 hours a week
- Willingness to work some evenings and weekends as required



### ABOUT US

The Okanagan Nation Alliance (ONA) is the tribal council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve Syilx Okanagan Nation Title and Rights. Further the ONA is charged with providing members with a forum to discuss positions of common concern.

### TO APPLY:

Submit resume and covering letter to:

David Leroux,  
Human Resources Manager  
Email: [dleroux@syilx.org](mailto:dleroux@syilx.org) or  
Fax: 250-707-0166

Qualified Applicants will be processed immediately for on-call employment

**DEADLINE: December 2, 2020**

Thank you for your interest,  
No Phone Calls Please

