



FULL-TIME EMPLOYMENT OPPORTUNITY

Community Centre & Events Coordinator

JOB SCOPE:

The Community Centre & Events Coordinator is responsible for the effective and efficient operation of events and catering held at the Alderville Community Centre (ACC). Actively promotes and contributes to the future development of the ACC through innovation and creativity while ensuring that the usage of the centre is in line with the objectives of the community. This is a **full-time** position for 35 hours per week. *Must be flexible and available for on-call after hours and during weekends as required.* The successful candidate will work under the direct supervision of the First Nation Administrator.

KEY JOB FUNCTIONS:

- Markets and communicates through various media sources and the production of printed materials to promote the ACC to the general public at large
- Works cooperatively with all other AFN departments to schedule, coordinate and plan internal events at the ACC that may include Centre bookings, food & beverage service, etc.
- Caters and prepares for internal department meetings, lunches & gatherings as well as larger community events that are booked
- Finance responsibilities including budgeting, reporting, inventory management, sales, safe cash handling, etc.
- Ensures compliance with insurance, health and safety obligations and gaming & alcohol licensing
- Administers daily operations and routine maintenance of the ACC
- Assists with the development, implementation and coordination of the Alderville First Nation's Community Centre policies, procedures and standards

Key activities

- Programs and coordinates the event planning process, including but not limited to, creating events, staffing timelines, setup and breakdown, and management of event inventory related to catering, canteen, janitorial duties, etc.
- Ensures that a checklist of rental requirements is established for each and every event
- Obtains liquor licenses, gaming licenses for bingos and any other required licenses as needed
- Utilizes "on-call" help as required to assist with event set-ups, take downs, catering, janitorial duties, etc.

Related and other duties:

- Catering duties may include food preparation, refreshments and drink service and delivery of catered lunches for scheduled internal meetings
- Responsible to order, obtain and stock coolers with beer and liquor for licensed events
- Janitorial duties include thorough cleaning of all rooms within the ACC including restocking of dispensers, floor scrubbing, window cleaning, etc.
- Maintain a regular cleaning maintenance schedule of equipment including oven & fryer cleaning, defrosting of fridge & freezer, etc.
- Provides direction to on-calls and AFN maintenance crew with respect to upcoming events and timelines (eg. Snow shovellers, on-call assistance)

MINIMUM QUALIFICATIONS:

- Post-secondary diploma in the field of marketing, event management, fundraising **or** equivalent combination of education and experience
- Flexible and available for evening and weekend shifts as required; willingness to come in early or stay late during critical times and to be available if not present at planned events
- Must have valid Class 'G' driver's license with \$1M liability insurance with reliable method of transportation
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered)

Specialization required:

- Must have Smart Serve certificate, Food handlers certificate and Gaming license and/or ability to obtain

Considered an asset:

- Volunteer training, development and recognition; Events Coordination and planning; and experience in building maintenance

Preferred experience:

- Proven events coordination and planning experience
- Demonstrated catering experience
- Strong knowledge of licensing requirements (Ontario lottery, gaming & alcohol); health, safety & environment legislation and other legal requirements to comply with booking of events
- Experience in financial reporting & financial management
- Excellent verbal and written communication skills with a customer focus
- Ability to work in a team environment or independently and to exercise initiative
- Strong critical thinking skills and the ability to exercise good judgment
- Ability to instruct, speak in public and facilitate the address community meetings, groups, workshops, one-on-one in order to consult with individuals, family members and/or other targeted groups
- Proficient in Microsoft Office Suite, other computer applications and technology

Salary: Alderville First Nation Salary Grid will apply – targeted start rate is \$21.45 – 22.58 per hour

Deadline to Apply: Tuesday, June 19, 2018 @ 4:30p.m.

How to apply: Applications *must include* a cover letter, resume and three work-related references and/or letters of reference.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mail to: mlevesque@alderville.ca

Fax to: (905) 352-3242

Mail to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque

RE: *Community Centre & Events Coordinator*

For full job description, contact Joanne Smoke or Melissa Levesque at (905) 352-2011. We thank all who apply however only those selected for an interview will be contacted.

Chief and Council retain the right to make the final decision on the selection of the successful candidate.