



Employment Opportunity

Job Title: Special Events Planning Assistant - Summer Student. **Location:** Corner Brook, NL.

Hours of Work: Monday to Friday, 35 per week, **Salary:** \$10.75 per hour, **Duration of Employment:** 10 weeks.

Qalipu First Nation is currently accepting resumes for the position of Special Events Planning Assistant (Student). The Band achieved recognition under the Indian Act in 2011. The Band has four (4) offices located in Corner Brook, St. George's, Glenwood and Grand Falls-Windsor. It offers programming and support in health, tourism development, education, economic development, natural resource conservation and culture and heritage.

Job Description & Requirements: The Special Events Planning Assistant will work collaboratively and provide support to Qalipu's Resource Coordinator and Directors of Qalipu's Cultural Foundation. The Special Events Planning Assistant will assist with the implementation, including: promotions, communications, recruitment and coordination of volunteers and execution of cultural events.

Responsibilities:

- The successful applicant will be responsible to implement cultural programming and oversee efforts to attain financial sustainability in order to build capacity and sustainability for the Foundation.
- This position will include responsibilities related to a combination of special events, and clerical tasks which include but are not limited to:
 - Assist with coordinating and hosting Cultural events
 - Provide quantitative and qualitative data on all participants at Cultural Events
 - Promote and implement communication strategies and policies focusing on: Websites/Social Media/Mail/Email and Telephone
 - Assist with volunteers, focusing on: Recruitment/Development/Retention

Preferred Qualifications:

- Experience working with the public
- Experience working with volunteers
- Marketing and Communications
- Ability to work independently and/or in a team environment
- Experience in documenting quantitative and qualitative data

Eligibility: To be eligible for summer employment through the ASETS Youth Program, a student:

- Must be between the ages of 15 and 29 (inclusive);
- Must be planning to attend full-time studies in the coming academic year;
- Must have been registered as a full-time student in the previous academic year; and
- Must be an Aboriginal person with priority given to registered members of the Qalipu First Nation.

Working Conditions: This position is office based with the possibility of working in the outdoor environment for short periods of time. Some travel may be required. Duties of the Special Events Planning Assistant are predominantly met during regular business hours; however, some overtime may be required.



Apply: This opportunity is a summer student position. Please indicate in your cover letter if you are a member of Qalipu First Nation. The position is anticipated to begin June 12, 2017. If you are interested in this opportunity please apply with resume, cover letter, proof of full-time academic enrollment for the past year and three professional references to:

Qalipu First Nation
Attn: Janet McAuley, Office Manager
3 Church Street
Corner Brook, NL A2H 2Z4

Or email: jobopportunities@qalipu.ca with subject line "SEPA"

Deadline: Friday, June 2, 2017 at 12:30 P.M.

We would like to thank all applicants for their interest, however, due to the high volume of interest, only those considered for an interview will be contacted.

Website: www.qalipu.ca