



Community Events Coordinator

Job Posting

Position Title:	Community Events Coordinator
Hours:	35 hours per week
Wage:	\$22.43 - \$33.64 per hour <i>(starting wage commensurate with experience)</i>
Start Date:	ASAP

At Lake Babine Nation, we believe that through good governance, we will ensure all members have a healthy, traditional, and prosperous future. Our commitment to respect, honesty, tradition, and health and wellness helps enable a strong community and brings a rich culture to Lake Babine Nation as a workplace. Our commitment to excellence creates the opportunity for an empowering and rewarding career with the Nation.

JOB SUMMARY

Lake Babine Nation (LBN) is seeking an organized and community-minded individual to join our team as the Community Events Coordinator.

The Community Events Coordinator is responsible for designing, leading, and supporting LBN-wide events in alignment with the Foundation Agreement and LBN's strategic priorities. The Community Events Coordinator will work collaboratively with departments, families, community members, Elders, and youth to implement culturally-safe and accessible events for membership and the community.

The Community Events Coordinator will play a key role in organizing large LBN events, including the Foundation Agreement Roadshow, AGM, and Elders Gathering. The Coordinator will be responsible for developing and managing a budget and resources for the successful coordination of events in the Nation.

OVERVIEW OF DUTIES & RESPONSIBILITIES

- Plan, organize, and coordinate events for LBN, including the AGM, Foundation Agreement Roadshow, Elders Gathering, and other Nation-wide events.
- Work closely with the Executives and department leads to identify event goals, themes, and needs.
- Book venues, coordinate logistics, secure supplies, and arrange for guest speakers, facilitators, or vendors.
- Develop and distribute promotional materials such as posters, invitations, and social media content.
- Maintain an annual community events calendar of upcoming programming and events.
- Ensure all events are culturally appropriate and reflect the values and priorities of Lake Babine Nation.
- Support event setup and takedown, registration, and participant feedback collection.
- Track event budgets and report on outcomes and participation.



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- Build positive relationships with Elders, youth, families, and external service providers.

MINIMUM REQUIRED QUALIFICATIONS

Education, Experience, Certifications, Training

- Post-secondary education in Administration, Communications, Event Planning, or a field relevant to the role.
- Minimum of three (3) years of progressive experience in event planning roles.
- Minimum of two (2) years of experience working with Indigenous communities.
- A combination of education and relevant experience may be considered.

Skills & Abilities

- Previous experience coordinating events, workshops, or community programs.
- Strong organizational skills and attention to detail.
- Effective communication and relationship-building skills.
- Ability to manage multiple priorities and meet deadlines.
- Intermediate experience with Microsoft Office and M365 and other technical tools and platforms.
- Creative thinker with the ability to adapt plans to meet community needs.
- Understanding of culturally relevant and trauma-informed programming.
- Able to work independently and collaboratively in a team setting.
- Demonstrates respect, flexibility, and a positive attitude.

Position-Specific Competencies

- Professionalism: Maintains respectful and courteous conduct in all work settings.
- Adaptability: Able to respond with patience and flexibility to changing situations and demands.
- Communication: Effectively engages with community members, staff, and outside contacts.
- Planning & Coordination: Manages all elements of event preparation from concept to delivery.
- Creativity: Designs engaging and culturally meaningful activities and materials.
- Collaboration: Builds partnerships across departments and with community members.
- Cultural Awareness: Integrates LBN values and traditions into programming.



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EMPLOYMENT REQUIREMENTS & CONDITIONS

Job Requirements

- Valid B.C. Driver's License.
- Completion of a Criminal Records Check with satisfactory results relevant to the position.
- Willingness to work evenings and weekends as required for various events.

Working Conditions

- Combination of office and community-based work.
- May occasionally require extended hours, evenings, or weekends for events.
- Frequent contact with community, agencies, internal operations, and other departments.

Apply Now!

Complete the [application form](#) and email it with your cover letter and resume to HR:

Attention: Human Resources
Email: hr@lakebabine.com

Pursuant to Section 41 of the B.C. Human Rights Code, preference may be given to applicants of Indigenous ancestry.

We thank all applicants for their interest; short-listed candidates will be contacted for an interview.