



Social Development Events Coordinator

Job Posting

Position Title:	Social Development 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 a creative and organized individual to join our team as the Social Development Events Coordinator.

The Social Development Events Coordinator is responsible for designing, leading, and delivering events for the Social Development department in alignment with the department and LBN's strategic priorities. The Social Development Events Coordinator will work collaboratively with other departments, community members, and Elders, to implement culturally-safe and accessible events for membership and the community. The Coordinator will play a key role in organizing Social Development Program events, from training events to workshops.

OVERVIEW OF DUTIES & RESPONSIBILITIES

- Plan, organize, and coordinate events for the Social Development Program, including workshops, training sessions, community days, and wellness events.
- Work closely with the Social Development team 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 organized 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 assist with reporting on outcomes and participation.
- Build positive relationships with Elders, youth, families, and external service providers.



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MINIMUM REQUIRED QUALIFICATIONS

Education, Experience, Certifications, Training

- Post-secondary education or coursework in Administration, Event Planning, or a field relevant to the role.
- Minimum of one (1) year of experience in an event planning role.
- 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

- 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.

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.



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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.