



# Tl'etinqox Government

Community Development Department

Urban: 232B 3rd Ave N Williams Lake BC V2G 4T5

Rural: PO Box 168 Alexis Creek BC V0L 1A0

## Events Coordinator

<b>Term:</b>	Full-Time, Temporary (until return of incumbent)
<b>Supervisor:</b>	Senior Program Administrative Assistant
<b>Wage Range:</b>	\$28.00 per hour
<b>Location:</b>	Rural Office - Tl'etinqox Community Williams Lake Office
<b>Deadline:</b>	July 3, 2026

### About Tl'etinqox Government

Join the Tl'etinqox Government and be part of a legacy of self-reliance, stewardship, and sovereignty. As the largest Tsilhqot'in community, we uphold our deep connection to the land while advocating for our rights and future. Committed to sustainable resource management, self-governance, and legal advocacy, we seek passionate individuals to help drive positive change. Stand with us to preserve our heritage and shape a stronger future.

For more information, please visit our website: [www.tletinqox.ca](http://www.tletinqox.ca)

### Job Opportunity

The Events Coordinator leads the planning, coordination, and delivery of community events, gatherings, and celebrations that bring people together throughout the year. This role oversees event logistics, vendor coordination, budgeting, and on-site event delivery to help create meaningful experiences for community members.

The Events Coordinator helps create welcoming, organized, and culturally respectful events that strengthen community connections and celebrate Tl'etinqox culture, values, and traditions. This role collaborates with staff, leadership, vendors, and external partners to support the successful delivery of community events.

This is a temporary term position supporting the Community Development Department during an employee leave. The temporary term position will commence upon hire and continue until the return of the incumbent.

### Key Responsibilities

- Provide guidance, direction, and day-to-day supervision to the Events Assistant, including assigning tasks and supporting event delivery.
- Plan, coordinate, and deliver community and departmental events from start to finish.
- Manage all event logistics, including venue booking, food services, transportation, accommodations, and materials.
- Coordinate event set-up, takedown, and post-event follow-up.

- Work with vendors, performers, and service providers to confirm event details and logistics.
- Develop and manage event budgets, ensuring all activities remain within approved limits.
- Prepare purchase requests and submit financial documentation in accordance with organizational policies.
- Promote events through appropriate communication channels to ensure community awareness and participation.
- Prepare and share event communications, including invitations, schedules, and updates.
- Plan, organize, and facilitate event planning meetings and committees to support successful event delivery.
- Anticipate and plan for potential challenges to ensure successful event delivery.
- Track event data, attendance, and provide summaries or reports as requested.
- Ensure events follow cultural protocols, safety guidelines, and accessibility standards.
- Establish and maintain positive relationships with community members, vendors, and partners.
- Support internal staff events and workplace engagement activities.
- Assist with administrative tasks within the department as needed.
- Perform other related duties as assigned.

### **Qualifications & Skills**

- Experience planning and coordinating events, including logistics and budgeting.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to manage multiple tasks and work under changing deadlines.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and familiarity with social media platforms.
- Experience working with Indigenous communities and individuals is an asset.
- Knowledge of Tsilhqot'in culture, values, and community protocols (or willingness to learn).

### **About the Benefits**

- Comprehensive employee health benefits
- Employer matching pension
- Vacation starting at 2 weeks vacation + Cultural leave for Tl'etinqox community traditional practices and ceremonies.
- Family-oriented work environment

### **Working Conditions**

- Work will be conducted in both the Tl'etinqox Community and Williams Lake.
- Evening and weekend work will be required as needed.
- Comfortable with physical tasks such as lifting, moving equipment, and setting up event spaces.

- Hours of work may vary depending on event needs.

### **Conditions of Employment**

- Criminal Record Check with Vulnerable Sector Screening required.
- Must be able to obtain and maintain a valid BC Driver's License.
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements.

### **Please send a cover letter, resume, and 3 references to:**

[cdemployment@tletincox.ca](mailto:cdemployment@tletincox.ca)

Deadline: July 3, 2026

**Preference will be given to those of Aboriginal Ancestry - per Section 16(1) of the Canadian Human Rights Act. Only those invited to interview will be contacted.**