



Employment Opportunity

The Chief and Council of Sandy Lake First Nation is looking for two highly motivated, interpersonal individuals who will initiate, plan, organize and implement the commemoration of Sandy Lake's Centennial.

1.0.2 COMMEMORATION COORDINATOR

JOB SUMMARY

Under the authority and general direction of the Sandy Lake First Nation Chief and Council, and the direct supervision of the Executive Director, the Commemoration Coordinator plans and provides overall co-ordination of all aspects of Sandy Lake Centennial Commemoration that will mark 100 years since the signing of the adhesion to Treaty Number Five.

IMMEDIATE SUPERVISOR: Executive Director

DUTIES AND RESPONSIBILITIES

1. Initiate, plan, organize, implement and evaluate all major activities regarding the Centennial Commemoration of Sandy Lake's Adhesion to Treaty Number Five.
2. Ensure the participation/involvement of community members in all parts of the organization and implementation of activities and events being held;
3. Send out and follow up on invitations to distinguished guests such as; Her Majesty The Queen and/or other member of The Royal Family, Federal government officials, Provincial government officials, AFN National Grand Chief, NAN Grand Chief, Chiefs from surrounding communities, Native Organizations, etc...
4. Develop communication, awareness and public relations, ensure that Deer Lake, North Spirit Lake, McDowell Lake and Keewaywin communities are aware of events in Sandy Lake where their participation would be welcomed
5. Research Sandy Lake's last 100 years, gather facts and photos, compile, organize information and publish pamphlet/brochure of Centennial.
6. Create, and maintain current yearly program activity plans, outlining long and short range program goals, and how implementation will be achieved;
7. Complete actions as indicated in the activity plan;
8. Develop budget and ensure that program activities remain within established budgets;
9. Develop and ensure submission of proposals for funding special events and sponsors;
10. Complete and submit reports to funding agencies as required;
11. Organize fund raising activities;
12. Liaise with other recreation staff to ensure a full complement of community activities;
13. Prepare regular written activity and financial reports and submit them to the immediate supervisor;
14. Attend staff training as required;
15. Perform other related duties as required by the supervisor, and all duties assigned by the Chief and Council.

KNOWLEDGE AND SKILLS

1. Secondary school diploma or equivalent experience;
2. Activity planning, organizational, directing and implementation skills;
3. Oral and written literacy in Oji-Cree an asset;
4. Public Relations skills.
5. Strong English oral and written communication skills;
6. Proven Computer literacy;
7. Physically capable of performing duties required.

Please submit resume and cover letter to Eli Sawanas, Human Resources by Wednesday, February 18, 2009 at 5 pm.