



Want to make a difference?
ACFN is hiring and wants you to succeed,
apply today!

EMPLOYMENT OPPORTUNITY – EVENTS COORDINATOR

Staffing Process Number: ACFN-2024-023

ACFN is seeking a full-time permanent **Events Coordinator**. Reporting to the Events Manager, the position will support, implement, and assist in delivering ACFN's corporate, social, and cultural events.

- 37.5 hours per week, and ability to work evenings, weekends, and holidays.
- The position is local to either Fort McMurray or Fort Chipewyan, AB.

Interested? Email your cover letter and resume in confidence to HR@acfn.com!

Closing Date: Resumes will be accepted until a successful candidate is found.

GENERAL RESPONSIBILITIES:

- Plans and executes all ACFN's local and corporate events, including vendor management, sponsor management, promotions, and staffing/sourcing various tasks and roles.
- Prepares innovative and creative promotional materials to publicize events.
- Coordinate bookings for travel, vendors, facilitators, etc.
- Liaise with internal departments, finance, communications, guest speakers, graphic designers, etc.
- Support Manager with site inspections, overall event management.
- Other duties as required – NOTE: the complete position description outlines all responsibilities.

QUALIFICATIONS:

- A university degree or a college diploma in Business Administration, Tourism or Hospitality, Administration, or a combination of education (Grade 10) and training.
- 3-5 years of relevant work experience in planning, coordinating, managing, and successfully executing corporate and special events.
- 1-3 years of experience in coordinating multiple events and projects, corporate sponsorship and fundraising, preparing budgets and work plans.
- Strong computer skills (MSWord, Excel and Outlook) and social media.
- Excellent verbal and written communication, interpersonal and presentation skills; adaptable, energetic, ability to handle multiple competing tasks while maintaining a strong attention to detail.
- Effective analytical and problem-solving skills, creative.
- Class five (5) Driver's Licence with a clean 5-year Driver's Abstract is required.
- Salary is commensurate with experience, education, and work experience.

Mahsi chogh/Thank you to all applicants, but only those selected for an interview will be contacted.

NOTE: Employment Equity is a factor in the selection process. Applicants are requested to self-identify if they are Indigenous: First Nation (status or non-status), Inuit or Metis. Preference may be given to Indigenous people.