



CHAPLEAU CREE FIRST NATION  
P.O. Box 400 ♦ Fox Lake Reserve ♦ Chapleau, Ontario ♦ POM 1K0  
Tel: (705) 864-0784 ♦ Fax (705) 864-1760



## EMPLOYMENT OPPORTUNITY

<b>Position:</b>	Community Event Organizer
<b>Location:</b>	The Chapleau Cree First Nation (CCFN) is a member of the Mushkegowuk Council and is situated on the Fox Lake Reserve, located just outside the community of Chapleau. The community is approximately four hours north of Sault Ste. Marie and two hours southwest of Timmins.
<b>Description:</b>	The Community Event Organizer shall be responsible for promoting cultural awareness and activities under the direct supervision of the Health Services Director and the Band Administrator. The incumbent will be responsible for the planning of social and recreational events for the community youth, adults, and seniors. Coordinating cultural activities, arts and crafts, delivery of language restoration programs and the Youth Cultural Camp, Traditional Annual Pow Wow, and Annual Harvest.
<b>Preferred Qualifications:</b>	<ul style="list-style-type: none"><li>✓ Valid Driver's License</li><li>✓ Clear CPIC and Vulnerable Sector Screening</li><li>✓ Previous working experience in First Nation communities</li></ul>
<b>Skills:</b>	<ul style="list-style-type: none"><li>✓ Strong knowledge and awareness of Indigenous culture and history</li><li>✓ Behave in a manner that serves as an example of positive cultural values, attitudes, beliefs, and actions</li><li>✓ Exceptional organization skills with attention to detail</li><li>✓ Ability to work autonomously</li><li>✓ Time management skills</li><li>✓ Ability to conduct presentations and speak publicly</li><li>✓ Teamwork building</li><li>✓ Able to work with people of various age groups</li><li>✓ Training will be provided</li></ul>
<b>Duties/Responsibilities:</b>	<ul style="list-style-type: none"><li>✓ Create and maintain a trusted traditional knowledge/Elder resource/directory</li><li>✓ Budget preparations.</li><li>✓ Purchasing and maintaining a budget for all events.</li><li>✓ Coordinating schedules for all events.</li><li>✓ Coordinating CCFN staff and volunteers for all events.</li><li>✓ Preparation of pow wow events, youth activities and coordinating social activities for the community at large.</li><li>✓ Completing reports and maintain statistics.</li><li>✓ Must be available to travels, as needed.</li><li>✓ Other related duties as requested</li></ul>
<b>Wage:</b>	\$ 55,00.00 – \$ 60,000.00
<b>Closing Date:</b>	Until filled

**Individuals are invited to submit their application, résumé and three references to the following:**

Edith Larocque, Band Administrator  
Chapleau Cree First Nation  
P.O. Box 400  
Chapleau, ON POM 1K0  
[bandadmin@chapleaucree.ca](mailto:bandadmin@chapleaucree.ca)

**Subject Line: Employment: Community Event Organizer**

*Note: Electronic submissions missing the above subject may be missed from consideration.*

**We thank all applicants, but only those selected for an interview will be contacted.**

**First Nation individuals and CCFN band members are encouraged to apply!**