



External Job Posting

Full Time Permanent

OCN Events Planner

Job Summary:

Reporting to the Operations Executive Director, the Event Planner is responsible for working with Opaskwayak Cree Nation staff to plan, organize, & coordinate special events sponsored by Opaskwayak Cree Nation. The Event Planner is to work within established programs, guidelines, & budgets for each project.

Some Duties Include:

- Assists in planning, organizing & managing special events for all program areas including locating facilities, contacting & coordinating facilitators, ordering signage, arranging catering, decorations, entertainment, creating guest lists & order promotional products
- Works with professional staff to determine the scope of special events, prepares & monitors event budgets, coordinates preparation meetings & assists with ongoing coordination
- Arranges or provides transportation for visiting guests, dignitaries, group facilitators, trainers, etc. as required
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day
- Liaises with management to develop marketing & media materials, announcements, photo opportunities & presentation / speech requirements
- Responsible for all marketing, communications & networking to support OCN special events & assist with development of new opportunities to create community awareness
- Market, promote and generate interest in OCN events and activities through advertising and social media
- Responds to enquiries from the public via social media regarding events as required

Qualifications:

- A diploma or degree in Business Administration, public relations, hospitality, or communications
- Minimum of two (2) years' experience in event planning.
- Experience facilitating workshops and presentations
- Proficient computer skills in Microsoft Office, Word, Excel, PowerPoint, and Outlook
- Strong verbal and written communication skills
- Knowledge of all aspects relating to pre-event planning, project management, & budgetary management
- Fluency in Cree language is an asset
- Valid Class V Drivers' license and reliable transportation

Deadline: Monday, December 1, 2025

All are welcome to apply. Priority will be given to people with Aboriginal ancestry that meet requirements. We thank you for your interest in wanting to work for the Opaskwayak Cree Nation. Only those individuals that are being considered will be contacted for an interview.

How to apply: For more information or to apply, please email or hand deliver a sealed envelope with cover letter and resume to and marked "Personal and Confidential" to:

OCN Human Resources

E-Mail: hr@opaskwayak.ca

We thank you for your interest in wanting to work for the Opaskwayak Cree Nation. Only those individuals that are being considered will be contacted for an interview.