

# **HURONIA** Area Aboriginal Management Board

901 3<sup>rd</sup> Ave E. #206, Owen Sound, ON N4K 2K7

Tel: (519) 376-9400 Fax: (519) 376-0077

Email: [ldmcoordinator@bellnet.ca](mailto:ldmcoordinator@bellnet.ca)



## **EMPLOYMENT POSTING EXTENDED**

**Position:** Events Coordinator

**Supervisor:** LDM Coordinator

**Place of Work:** Owen Sound

**Rate of Pay:** \$13.00/hr 30 hrs/8 Weeks

**Term:** 8 Weeks

**Role:** Individual will work under the authority of the Huronia Area Aboriginal Management Board. Main responsibility will be to implement events promoting HAAMB's training and employment services, and events recognizing the achievement of clients in skills development. Special events will be geared toward current clients and past and partner organizations.

### **Minimum Qualifications:**

1. Post Secondary education in Events Coordination Program or related field of study
2. Experience in office administration and procedures.
3. Experience in dealing with the public.
4. Proven communication skills; written, verbal and electronic.
5. Knowledge of Aboriginal Skills and Employment Training Programs and Services.
6. Strong knowledge of Microsoft Word, Powerpoint, Publisher.
7. Clear criminal records check.

Please submit a letter of application, resume and 1 employment related reference to the above address. Emailed applications can be sent to [ldmcoordinator@bellnet.ca](mailto:ldmcoordinator@bellnet.ca)

Please note: It is the applicants responsibility to ensure application is accepted by deadline.

Job Description available upon request. Applicant must be a current Post Secondary student returning to full-time studies in the fall of 2015. This is a Canada Summer Jobs 2015 Employment Opportunity.

Deadline for application: EXTENDED: June 26, 2015 @ 4:30 pm.

***Meegwech***