



# KAHNAWÀ:KE NITHOTIION:SA RAOTITIOHKWA

## KAHNAWÀ:KE YOUTH CENTER

POST OFFICE BOX 907

KAHNAWÀ:KE MOHAWK TERRITORY JOL 1B0

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### GENERAL INFORMATION

<b>Job Title:</b>	<b>Community Events Coordinator</b>
<b>Department:</b>	Programming
<b>Date of Job Description:</b>	January 2021
<b>Job Reports To:</b>	Program Manager

### JOB DESCRIPTION SUMMARY

Under the supervision of the Program Manager, the Community Events Coordinator is responsible for the development, implementation and monitoring of all community events. The Coordinator is also tasked with the supervision of event staff & volunteers who provide programming services during Community Events that meet the needs of the community.

### CORE RESPONSIBILITIES AND DUTIES

Core Responsibilities	Duties
<b>Coordinates, implements, and evaluates all Community Event programming activities.</b>	<ul style="list-style-type: none"> <li>Plans, implements, and evaluates all KYC Community Events.</li> <li>Gathers feedback to gauge if Community Events are meeting the needs of the community.</li> <li>Collaborates with Program Manager and staff to generate new ideas for Community Events.</li> <li>Ensures the Program Manger is well briefed on all evaluations, developments, opportunities, or changes that will affect Community Events.</li> <li>Plans with Social Media and Communications Coordinator regarding Community Events to maximize exposure.</li> <li>Establishes and maintains appropriate network of resources to support future Community Events.</li> <li>Updates staff on the development of events calendars, communications, delegation of tasks in relations to Community Events.</li> <li>Develops annual presentation to the Program Manager with work plans, needs, and events evaluations. Assists with the development of Community Events focused funding proposals.</li> <li>Assists in the preparation of budgets for Community Events.</li> <li>Manages delegated signing authority up to \$1000.00.</li> <li>Monitors and ensures all community events operate within a defined budget.</li> <li>Works with Program Manager to submit reports.</li> </ul>
<b>Directs and supervises Event staff &amp; Volunteers.</b>	<ul style="list-style-type: none"> <li>Carries out supervisory responsibilities for on-call event staff and volunteers including scheduling, training, and clear instructions directing specific work during events.</li> <li>Handles emergency situations that arise according to established protocols.</li> <li>Communicates regularly with participants and community members.</li> <li>Keeps records on work schedules, volunteer hours, planning, and meetings, pertaining to Community Events.</li> <li>Ensures on-call staff and volunteer times sheets are verified, approved, and submitted for processing following a community event.</li> <li>Ensure adequate staffing resources are available to cover Community Events.</li> </ul>
<b>Performs any other job-related duties as required by the Immediate Supervisor.</b>	

<b>ACCOUNTABILITY</b>	
	<ul style="list-style-type: none"> <li>➤ To develop, implement and coordinate Community Events on behalf of KYC.</li> <li>➤ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures, and directives.</li> <li>➤ To ensure the provision of efficient and fair supervision and advice to KYC event staff and volunteers.</li> <li>➤ To ensure the provision of successful planning of budgets.</li> <li>➤ To maintain confidentiality practices.</li> </ul>

<b>QUALIFICATIONS</b>	
<b>Education and Experience Requirements</b>	<b>Bachelor Degree in Leisure Sciences, Recreation or Human Relations</b> field and two (2) years experience with program management and supervisory experience OR <b>DEC in Community Recreation &amp; Leadership, Social Sciences</b> or related discipline and four (4) years experience with program management and supervisory experience OR <b>High School Diploma</b> and six (6) years experience with program management and supervisory experience
<b>Knowledge, Skill and Ability Requirements</b>	<ul style="list-style-type: none"> <li>➤ Excellent problem-solving and analytical skills, focused decision-maker</li> <li>➤ Excellent public speaking involving small and large groups</li> <li>➤ Good knowledge of Microsoft Suite (Word, Excel, etc.)</li> <li>➤ Experience in program development and planning</li> <li>➤ Ability to deal with the pressures and demands of living in the community and balancing personal and work life</li> <li>➤ Excellent time management skills and organizational skills</li> <li>➤ Ability to develop articulate documents such as proposals, reports, briefs and correspondence that effectively communicate messages</li> <li>➤ Excellent knowledge of Kahnawà:ke, its culture, issues, concerns and socio-economic problems facing the community</li> <li>➤ Sensitivity and openness to traditional concepts and willingness to adapt services to reflect cultural differences</li> <li>➤ Valid driver’s license and access to a vehicle</li> <li>➤ Ability to work overtime on evenings and weekends, and travel, when required</li> <li>➤ Ability to deal with moderate to high stress</li> <li>➤ Ability to work with diverse programming teams</li> </ul>
<b>Assets</b>	<ul style="list-style-type: none"> <li>➤ Knowledge of Kanien’keha and French are an asset.</li> </ul>

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**Incumbent**

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**Date**

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**Program Manager**

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**Date**

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**Director of Operations**

\_\_\_\_\_  
**Date**