



Wuikinuxv Nation

Oweekeno Village, Rivers Inlet, c/o Bag 3500

Port Hardy, BC, V0N 2P0

Administration Office Phone: (250) 949-8625

Administration Fax: (250) 949-7105

Nanakila & WEDCO AGM Event Coordinator

Location: Remote & In-Community (During Event)

Reports To: Executive Director

Employment Type: 3 Month Contract

Salary/Wage: \$32/hour

DEADLINE TO APPLY IS APRIL 30 – START DATE MAY 5, 2025

About Us:

The Wuikinuxv Nation is a vibrant Indigenous community located on the central coast of British Columbia, with a rich cultural heritage and a deep connection to the land, waters, and traditions of our ancestors. As a progressive and community-focused Nation, we are committed to preserving our cultural practices while fostering sustainable growth and development for future generations.

Nanakila & WEDCO (Wuikinuxv Economic Development Corporation) plays a key role in supporting the social, cultural, and economic well-being of our people. We are seeking a dedicated and compassionate Event Coordinator to help organize and manage Nanakila and the WEDCO AGM for the Wuikinuxv Nation membership. This role will involve overseeing registration, travel coordination, supporting elders, and ensuring the inclusion of youth, children, and young adults in our community activities during the event.

Key Responsibilities:

Registration Management:

- Oversee the registration process for the Nanakila & WEDCO AGM, ensuring smooth and timely sign-ins for Wuikinuxv Nation members.
- Prepare and manage attendee lists, track RSVP responses, and communicate event details with participants.
- Provide timely updates to attendees regarding any changes or important event information.

Travel Coordination:

- Coordinate travel logistics for attendees, particularly elders, ensuring timely and efficient arrangements for transportation and accommodation.
- Assist with booking flights, car services, and hotel accommodation for members traveling to the event.
- Ensure elders and other participants have tailored travel itineraries and receive any additional support or accommodation needed.

Elder Support:

- Act as the main point of contact for elder attendees, ensuring they receive personalized support during their travel and throughout the event.
- Coordinate any required support services for elders, including mobility assistance, dietary needs, or other personal accommodations.
- Maintain respectful and compassionate communication with elder attendees to ensure their comfort and well-being.

Youth and Young Adult Inclusion:

- Collaborate with the youth summer program to ensure that all kids, youth, and young adults returning home for Nanakila have an opportunity to participate in community activities.
- Coordinate with youth program leaders to ensure seamless integration of youth participation in Nanakila and other community events during the gathering.
- Support youth engagement in cultural activities, workshops, and other events during the Nanakila, fostering leadership and community involvement among the younger generation.

Document Management:

- Prepare and distribute event-related documents, such as agendas, reports, and meeting minutes, to all participants.
- Ensure documents are made available in accessible formats (digital and/or printed) and sent out ahead of time to all in-person attendees.
- Ensure documents are distributed on-site and that attendees have the materials they need for the event.

On-Site Event Support:

- Assist with the setup and breakdown of the Big House.
- Be present during the meetings to provide real-time support to both attendees and speakers.
- Troubleshoot and resolve any logistical issues that arise during the event.

Qualifications:

- Previous experience in event coordination or project management, especially in community-based or nonprofit environments.
- Strong organizational skills, with the ability to manage multiple tasks and priorities simultaneously.
- Excellent written and verbal communication skills.
- Compassionate and respectful approach when working with elders, youth, and diverse community members.
- Ability to work well under pressure in a fast-paced environment.
- Availability to work on-site during Nanakila & WEDCO AGM event dates and assist with event setup and breakdown.

How to Apply:

Please submit your resume and a cover letter detailing your experience and interest in this position to **Malista McIntyre, Executive Director** at executive_director@wuikinuxv.net, with the subject **"NANAKILA & WEDCO AGM EVENT COORDINATOR – YOUR NAME"**. In your cover letter, please highlight your experience with event coordination, travel logistics, and supporting community-focused events.