



KAMLOOPA POWWOW SOCIETY

200-330 CHIEF ALEX THOMAS WAY.
KAMLOOPS, BC V2H 1H1
Telephone: (250) 828-9700 Fax: (250) 372-8833

JOB POSTING

(2) POWWOW COORDINATORS

NATURE & SCOPE OF WORK

Reporting to Delyla Daniels, President (Direct), Jade Seymour, Vice President (Direct), Board of Directors (Direct), and the Committee (Indirect), the Powwow Coordinator carries out duties necessary to organize the annual Kamloopa Pow Wow.

RESPONSIBILITIES & DUTIES

1. Updates contact information of potential sponsors.
2. Maintains record of sponsorship letters sent and response/follow-up.
3. Seek sponsorship and / or funding opportunities and complete applications with supporting documentation for submissions.
4. Electronic record of all sponsorship received / recorded and ensures final reporting is prepared.
5. Ensures receipts are issued and letter of appreciation to all sponsors. Also, tracks promotional offers, i.e. logo's, passes, etc.
6. Incumbent trains and advises new or other co-worker how to perform their job and duties.
7. Works hand in hand with co-worker.
8. Reports to Board of Directors and Committee regularly.
9. Maintains confidentiality on all matters relating to the KPS.

ELIGIBLE PARTICIPANTS

Candidates must meet ASETS requirements:

1. Must be First Nations.
2. Should be a minimum of 15 years of age by May 1st of the current year.
3. Returning to school as a secondary student. Post-secondary students must be registered full-time students during previous academic year and intend to return to school full time in the following academic year.
4. Must not have another full-time summer job.
5. Must have a valid Social Insurance Number at the start of the program.

6. Clients must meet with an employment counsellor.
7. Clients must complete and sign: a personal information form and a consent form.

QUALIFICATIONS

1. Candidate(s) must meet ASETS requirements;
2. Class 5 driver's license;
3. Reliable transportation required for pick-up of materials and supplies (mileage as per Travel Policy);
4. Experience with Microsoft Office;
5. 1-2 years office administration experience;
6. Excellent written and verbal communication skills;
7. Ability to organize and prioritize workload;
8. Strong tact, diplomacy, teamwork and interpersonal skills;
9. Ability to multitask and work within strict deadlines.

PERSONAL CHARACTERISTICS

1. Well organized, able to prioritize, reliable, adaptable, and possess excellent communicational and interpersonal skills.

RATE OF PAY / TERM

Hourly: \$15.00
Terms: 16 Weeks (May 13, 2019 to completion of 560 hours) ASETS position.
Hours of work: Maximum of 35 hours per week subject to change close to event.

Kamloops Powwow Society thanks all applicants for their interest, however, only those selected for an interview will be contacted.

**Deadline for the Job posting is May 10, 2019 to be received
by 4:00 p.m.**

Submit Job Application Form, cover letter, resume, and references
online: tkemlups.ca, by email: resume@kib.ca, by fax: 250.828.9847,
or in person, Human Resources office #200 – 330 Chief Alex Thomas Way.

Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. (Closed 12:00 – 1:00 for lunch break)

We require each applicant to fill out
an online job application form which can be found on the tkemlups.ca website
Any late submissions or submissions without the job application form will not be considered.