



**RED ROCK
INDIAN BAND**

Strength. Tradition. Empowerment.

Powwow Coordinator- 4 Month Contract

Summary

Under the supervision of the Chief & Council the Powwow Coordinator will be responsible for coordinating the 32nd annual Powwow scheduled for July 19, 20, & 21st 2024. The Powwow Coordinator will coordinate, seek out vendors, dancers, Elders, etc., and provide activity reports and financial statements for all expenditures. The successful candidate must be able to work a flexible schedule including weekends and evenings and have strong time management skills.

Core Competencies

- Accountability
- Communication
- Decision Making
- Networking and Relationship Building
- Planning and Organizing
- Problem Solving
- Resource and Fiscal Management

Job Duties

- Responsible for assisting in seeking funding, donations, and delivering the 32nd annual Powwow and activities
- Responsible for booking and coordinating all aspects of the Powwow (vendors, dancers, Elders, drummers, MC'S, etc.)
- Create a Cultural/Powwow Committee of individuals looking to assist with the planning of the annual Powwow
- Proactively engage, assess, and provide support to the cultural committee as it relates to the annual Powwow.
- Develop and maintain a work plan, with detailed goals and objectives.
- Provide activity reports and financial statements for expenditures and complete a closing budget report following the Powwow.
- Plan, and organize meetings, meetings rooms, agenda, organize meeting materials, records, and prepares minutes of meetings as it pertains to the annual Powwow.
- Performs record management duties and conducts file searches for requested information.
- Other administrative duties, as assigned.
- Comply with RRIB financial policies relating to purchases, expenses, and record keeping.

Qualifications

- Grade 12 Diploma.
- Ongoing involvement with Indigenous culture and traditions.
- Comprehensive knowledge, understanding, and awareness of Indigenous traditions, ceremony, teachings, and practices.
- Knowledge and experience working in project management are considered an asset.
- Excellent verbal and written communication skills.
- Must be energetic and personable.
- Must have a strong knowledge of the Red Rock Indian Band's traditional territory, culture, and history.
- Ability to work independently and has demonstrated teamwork and building skills.
- Excellent computer skills, including effective working skills with MS Word, Excel, and email required.
- High degree of resourcefulness, flexibility, and adaptability.
- Able to effectively communicate both verbally and in writing.

Work Conditions

- Manual dexterity required to use desktop computer and peripherals
- Travel may be required
- Able to continuously lift 30lbs
- Varied work environments.

Resumes shall be accepted for this position until **Thursday, April 25th at 12:00PM.**

For more information or to submit your resume please contact jobs@rib.ca.

They can also be dropped off in person at; Attn:

Je

2 Gas Rd, Lake Helen Reserve P0T2J0