



## JOB OFFER

### COMMUNITY AND SOCIAL EVENTS OFFICER

Do you possess great interpersonal skills and a passion for organizing events? The Micmac Nation of Gespeg is seeking to hire A Community and Social Events Officer. The incumbent will work with its members from the administrative office of the Nation, located in Gespeg. You are a dynamic and energetic individual? This opportunity could be for you.

#### DESCRIPTION

Under the supervision of the Executive Director, the Community and Social Activities Officer will coordinate and develop social and community events for members of the Micmac Nation of Gespeg. The incumbent will be responsible for developing and organizing a multitude of activities in addition to various community projects.

#### RESPONSIBILITIES:

Among others, the incumbent will:

- be available to work with all departments, supporting them in their social activities;
- prepare various prioritized Council activities;
- facilitate and coordinate various community and social committees and projects;
- ensure the realization of projects; liaise between citizens, institutional groups, community groups;
- develop partnerships between the community, different institutions and community organizations;
- participate in local, regional and provincial working tables;
- responsible for the equipment inventory and updates as needed;
- develop and implement an action plan and an annual activity report;
- responsible for the Bar Le 34;
- prepare and organize rental rates to be presented to the Council for approval;
- responsible to organize activities for the elders in the community;
- perform any other related duties.

#### REQUIREMENTS

- Post-secondary education social sciences or related field, an asset
- Work experience in the field of event organization and / or organization and coordination of events (charities, volunteering, or others)
- Basic Microsoft Office computer skills (Word, Excel, Outlook, PowerPoint)
- Bilingualism (French and English) spoken
- Hold a valid driver's license
- Hold a permit from the Quebec Ministry of Agriculture, Fisheries and Food

## **SKILLS AND ATTITUDES SOUGHT**

- Comfortable in public setting, public relations skills;
- Interpersonal skills and dynamism;
- Active listener
- Flexibility;
- Autonomous (sense of judgment);
- Ability to plan tasks and meet deadlines;
- Ability to work in a team;
- Be creative, show innovation;
- Well organized and ability to coordinate

## **WORK CONDITIONS**

- Under the supervision of the Executive Director of Gespeg
- One-year contract (35 hours / week) with possibility of renewal
- Place of employment: Administrative Office of the Micmac Nation of Gespeg
- Remuneration: according to the experience and the salary grid in force
- Be able to conduct a vulnerability check
- Available on weekends and evenings as needed

Please send your application (CV) to the following address:

Community and Social Events Officer

MICMAC NATION OF GESPEG

Micheline Roy

By email: [michegabe@gmail.com](mailto:michegabe@gmail.com)

By mail: 30243, Route 134, McLeods, NB, E3N 5T9

**Your application must be received by Friday, March 26, 2021 at 5 pm.**

*This offer is primarily offered to the members of the Micmac community of Gespeg.  
In the event that no applications are accepted, the offer will be available to the entire population.  
Only preselected candidates will be contacted.*