



2023 National Aboriginal Hockey Championships

Event Coordinator

Term Contract Position

This term position is for a talented and motivated event coordinator interested in assisting in organizing an outstanding and unforgettable event! The position will start immediately and run until the end of May 2023.

The National Aboriginal Hockey Championships are a prestigious event held annually throughout Canada. This year is the 20th Anniversary, and Manitoba is very excited to host. There are both Male and Female divisions and the athletes are U18. The Championship runs from May 7-13, 2023, in Winnipeg Manitoba.

RESPONSIBILITIES

- Create a schedule for all activities and events identified for the event.
- Ensure NAHC Committee volunteers have adequate resources and information to be successful at their position.
- Promote and support all Championship programs.
- Order marketing materials in a structured and timely manner.
- Coordinate welcoming party, coaches' dinner, opening and closing ceremonies.
- Create event Programme.
- Be at the event for the duration.
- Other duties as assigned.

QUALIFICATIONS:

- Certification in Event Management, Public Relations, Marketing, Communications, Business, or a minimum of 3 years direct experience in "large event" planning.
- Strong Communication and Interpersonal skills, able to work independently and with a team. High level of social acumen is required.
- Demonstrated experience in administration, personal sales, Zoom, Teams, phone, email and MS Office skills.
- Strong organizational and problem-solving skills are required.
- Must be adaptable, flexible, and punctual.

OTHER:

- The event coordinator will be supervised by the 2023 Event HOST committee chairs.
- This position will require some travel across the province of Manitoba. Office space for this position is at the MASRC office located at 37 Higgins Avenue in Winnipeg, Manitoba.
- A criminal record check is required for this position.
- Position to start immediately.
- Wage depending on experience – 35 hours per week
- Preference will be given to qualified Indigenous applicants.

Applicants may submit a cover letter and resume including references to mel.whitesell@masrc.com.