



1886 Little Shuswap Lake Rd • Chase BC • V0E 1M2 tel 250.679.3203 • fax 250.679.3220

# POWWOW COORDINATOR

## NATURE & SCOPE OF WORK:

Reporting to the Powwow Committee, the Powwow Coordinator carries out duties necessary to organize the annual Skwlax Powwow.

## RESPONSIBILITIES & DUTIES:

1. Handling and recording incoming and outgoing correspondence, such as telephone, fax, e-mail, and mail. Also maintaining an appropriate filing system.
2. Organization of meetings: Committee, Board of Directors, Financial Committee, Volunteer and assistance of Sub-Committee. Responsible for taking minutes and distribution to members.
3. Providing appropriate list of Committees, Agenda and contact information updated regularly.
4. Complete inventory of all supplies in storage before and after the event.
5. Order supplies for each Sub-Committee, i.e. Concession, Gates, Registration, Security, Merchandise, Accounting and Janitorial.
6. Update and receives submission of the "Volunteer Applications" and provides appropriate copies to all Committee Heads for hiring.
7. Ordering and/or preparing wrist band passes, tickets, raffle tickets, Grand Entry forms, Competition ballots (drum and dance), Time Sheets, Registration forms, etc.
8. Work with local media in surrounding areas.
9. Update, maintain and distribution of powwow posters, brochures, and all other advertising.
10. Confirmation letter to Head Staff (Host drum, Arena Director, Whipman, MC(s), and Head Drum Judge), bookings for accommodations and forwarding posters regularly.
11. Maintenance and update for Web-site.
12. Sending Booth Application forms by mail or fax, organizing chart of spaces available, collection of applications and submitting payments directly to the Accounting Department.



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13. Fundraising where applicable.
14. Ensure payables and receivables are forwarded to the Accounting Department.
15. Keep update list of “To Do” prior to and following the event.

**EXPERIENCE & REQUIRMENTS:**

1. Class 5 Drivers License;
2. Previous experience in organizing community events would be an asset

**PERSONAL CHARACTERISTICS:**

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

**SUPERVISORY & ADVISORY RESPONSIBILITY:**

1. Incumbent trains and advises new or other co-worker how to perform their job and duties.
2. Works hand in hand with co-workers.
3. Reports to the Powwow committee regularly.
4. Final Report and Recommendations

**RATE OF PAY / TERM**

Rate of Pay: Negotiable  
Terms: May 1 – August 30, 2018  
Hours of work: TBD

Please forward Cover Letters and Resumes to Naomi August, Executive Assistant, at [naugust@lslib.com](mailto:naugust@lslib.com) or call Doug Brown, Administrator, at 250-679-3203 for more information.

**DEADLINE FOR APPLICATIONS: UNTIL FILLED**

