



Wahnapiatae First Nation

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CAPREOL ONTARIO P0M 1H0

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JOB POSTING

JOB TITLE: Pow Wow Coordinator
LOCATION: Wahnapiatae First Nation
REPORTS TO: Director of Operations
TERM: 9 Month Contract (January – September 2025)

NATURE AND SCOPE OF POSITION

Reporting to the Director of Operations, the Pow Wow Coordinator will be responsible to coordinate the 30th Annual Pow Wow scheduled for August 16th to August 17th, 2025. The Pow Wow Coordinator is responsible for coordinating summer student(s) that are assigned to the Pow Wow. The Pow Wow Coordinator will coordinate, prepare agendas, and attend all Cultural Committee meetings and will update 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 must have strong time management skills.

RESPONSIBILITIES

- Responsible for seeking funding, donations, and delivering the 30th Annual Pow Wow and activities, that promote education and wellbeing of Wahnapiatae First Nation
- Proactively engage, assess, and provide support to the Cultural Committee as it relates to the Annual Pow Wow
- Develop and maintain a work plan, with detailed goals and objectives
- Maintain document control system
- Administrative tasks
- Assist with co-ordinating and managing summer students assigned to the Pow Wow
- Provide activity reports and financial statements for expenditures and complete a closing budget report following the Pow Wow
- Plan and organize meetings, meetings rooms, agendas, organize meeting materials, records, and prepare minutes of meetings as it pertains to the Annual Pow Wow
- Performs record management duties and conducts file searches for requested information.
- Comply with agency financial policies relating to purchases, expenses and record keeping
- Other administrative duties as assigned

QUALIFICATIONS

- Must be proficient in the Ojibway culture
- Proficient in Ojibway language is considered an asset

- Minimum one (1) year experience in an administrative role
- Experience in document management
- Experience working in a non-profit office environment
- Excellent verbal and written communication skills
- Highly developed organizational and time management skills
- Excellent attention to detail
- Ability to take direction
- Self-motivated; ability to multi-task
- Excellent computer skills: word processing, database, and internet/email

HOW TO APPLY

Please forward your cover letter, resume, and three (3) work references by email to recruitment@wahnapietefn.com
Anishinabek and First Nation members are encouraged to apply.

We thank all applicants for their interest, however, only those interviewed will be contacted.