



PO BOX 569, OHSWEKEN, ON N0A 1M0

Assistant Event Planner – Gathering Place by the Grand

Post-Secondary Summer Student Position

SUMMARY

The Gathering Place by the Grand is an all-new event and conference centre located in Six Nations. Reporting to the Event Planner, the Assistant Event Planner will support the development, coordination, and execution of programming and rentals at the Gathering Place. This programming includes, but is not limited to tradeshow, meetings, weddings, and community events. The candidate must possess exceptional communication, organizational and multi-tasking skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Act as first point of contact for the Gathering Place by the Grand, including greeting visitors/clients as they enter the facility, answering, screening calls, and responding to inquiries.
- Ensure Gathering Place by the Grand remains professional, welcoming and accessible.
- Prepares event and meeting spaces for guests.
- Research potential clients, and prepare marketing packages.
- Update and keep accurate client records and tracking documents.
- Assist in the planning and implementation of Gathering Place events and programming.
- Assist in the development of monthly social media marketing strategies.
- Update and maintain Gathering Place website.
- Assist in the preparation of client contracts, quotes and budgets.
- Work with third-party vendors to ensure successful events at the Gathering Place.
- Assist in receiving, recording and reporting all revenue.
- Administrative duties for day to day operations.
- Flexible hours, i.e. weekdays, evenings, weekends, holidays
- Perform other administrative duties as required.

ADDITIONAL SKILLS AND ABILITIES

- Professionally represents and promotes Gathering Place by the Grand while building relationships with outside agencies and other resources.
- Ability to handle the public and media with tact, discretion, and with a pleasing personality.
- Work independently or as a team member
- Remain informed of industry trends and industry best practices.
- Proactive with the ability to problem solve and anticipate needs.
- Reliable and able to work independently.
- A strong work ethic with a focus on accuracy and attention to detail.
- The ability to perform well under pressure and to assess and prioritize workload.

EDUCATION / EXPERIENCE

Minimum Requirements:

- Must be a post-secondary student.
- Interest in or studying Hospitality, Event Planning, Tourism, or Marketing.
- Knowledge of Microsoft Office, iCloud, web-page, and social media applications.
- Good verbal and written communication skills.
- Reliable transportation is required with a valid “G2” driver’s license.
- Willingness to learn, accept change, and adapt to new ideas, business concepts, and cultures.
- Work flexible hours, i.e. weekdays, evenings, weekends, holidays
- Experience working with the public, managing schedules and booking meetings.
- Must pass a police record check.

IMPACT OF ERROR

Error in judgement may lead to loss of credibility, poor public relations, public confidence and misinformation resulting in embarrassment and potential liability to the Six Nations of the Grand River Development Corporation.

CULTURE

The purpose of the Development Corporation is to enhance Six Nations to derive economic benefits, create employment for community members and generate income to support community priorities.

Six Nations of the Grand River Development Corporation will pursue economic self-sufficiency without sacrificing the cultural values and integrity of the Six Nations People.

EXTERNAL/INTERNAL RELATIONSHIP

Community Members, Contractors, Government Agencies, Council Members, Human Resources, Development Corporation Staff, Tourism Partners, Maintenance Contractors, Business Partners, and Vendors.

WORK ENVIRONMENT

- This position requires normal physical effort.
- This position requires normal visual/sensory effort.
- This position typically operates in a generally agreeable work environment.
- Mental Stress: There is regular deadline pressure from various sources.

DIMENSIONS (FINANCIAL/STAFF)

POS Terminal, Financial Deposits, and Booking.

REPORTS TO

Events Planner