



PACIFIC PEOPLES' PARTNERSHIP

Event Coordinator – 7-Month Term

Location: downtown Victoria, BC, some remote work possible

Hourly Rate: \$27/hour, 2 days per week

Start Date: Immediate

We're looking for an enthusiastic and detail-oriented Event Coordinator to support our team for a 6-month term position in Victoria, BC. This role will involve assisting with event logistics and ensuring the successful execution of events under the guidance of a remote manager.

Key Responsibilities:

- Coordinate event logistics, including booking venues and arranging suppliers.
- Assist with event setup, on-site coordination, and post-event wrap-up.
- Maintain clear communication with the team and vendors to ensure plans are on track.
- Provide progress updates and address day-to-day event needs as directed by the manager.

Qualifications:

- Experience in event coordination or a similar role.
- Strong knowledge of local First Nations protocols.
- Strong organizational skills and attention to detail.
- Good communication and teamwork abilities.
- Ability to adapt and solve problems on-site.
- Familiarity with basic office software (e.g., Microsoft Office or Google Workspace).

This is a great opportunity to build hands-on experience in event coordination while working in a supportive and collaborative environment.

How to Apply:

Submit your resume and a brief cover letter to [director@pacificpeoplespartnership.org] with the subject line "Event Coordinator Application – *your name*" Applications will be reviewed on a rolling basis, so don't wait!