



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Events Coordinator

Position: **EVENTS COORDINATOR**
Supervisor: General Manager
Location: Tribal Administration
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E (\$20.64 - \$22.32 hourly wage)
Closes: (01/29/2020 – 02/14/2020)

POSITION SUMMARY:

This position will be responsible for the planning and organizing special events such as Potlatches, collaborated community events, meetings and other similar activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Talk with clients about events and offer suggestions to make sure their requests can be met
- Negotiate costs related to events
- Be able to work within the budget provided for events
- Ensure adequate staff are hired for food gathering, cooking, and cleaning, & entertaining
- To deliver great presentations; using power point
- Advise senior management on matters requiring their attention and implement their decisions
- Oversee work by contractors & day-hires
- Coordinates parking for major events
- Depending on the size of the activity the Event Coordinator my work independently or as part of a team at the direction of Project Management team
- Previous experience with events coordination preferred
- Good organizational skills
- Attention to detail
- Excellent interpersonal skills
- Excellent communication skills
- Able to negotiate, organize, and work under pressure
- Able to work irregular hours and occasional weekends
- Ability to travel
- Other duties as assigned

QUALIFICATIONS:

Preferred Qualifications

- AA Degree
- Must have driver's license
- Experience directly related to essential functions specified

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants meet the minimum qualifications and otherwise have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. There will be no discrimination in selection because of race, color, creed, age, sex, national origin, handicap, marital status, politics, or membership/non-membership in an employee organization, or other factors under applicable law.

HOW TO APPLY: Please submit a resume, cover letter, driver's license and the Quileute Tribe Application to the address listed below. Incomplete applications will not be considered.

Applications can be obtained at www.quileutenation.org/job-openings/

The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350

Or via email: hr@quileutenation.org