



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

HOW TO APPLY: Send Application Package to the address listed below.

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

Via email: hr@quileutenation.org

-OR-

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

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Events Coordinator**
Supervisor: General Manager
Location: Tribal Administration
Work Info: Full Time: Flexible Schedule
Salary: DOQ/E

POSITION SUMMARY:

This position will be responsible for the planning organizing of 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 requests can be met
- Negotiate event space and costs related to events
- Develop budgets, implement, and work within costs according to budget parameters
- Correspond with public email and phone inquiries about event information
- Select cooks, oversee menus and food preparation services at events
- Schedule speakers, performers, and talent under contract for events
- Ensure adequate staff are hired for food gathering cooking cleaning, and entertaining
- Deliver comprehensive presentations related to events
- Advise senior management on matters requiring their attention and implement decisions according to QTC motions or policy
- Processes PSC, PAF, timecards and ensure invoices are paid timely
- Oversee work by contracts and temporary worker day hires
- Keep inventory of events supplies and storage space
- Coordinates event logistics for major events
- Other duties as assigned

SKILLS, KNOWLEDGE, AND ABILITIES:

- 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

WORK ENVIRONMENT:

- Indoor and outdoor
- Traveling to different locations
- Fast paced and deadline driven
- Flexible working hours evening, weekends and holidays

PHYSICAL DEMANDS:

- Prolonged periods of standing
- Lifting and carrying materials and equipment up to 35 pounds or more
- Ability to set up and break down event spaces bending, stooping and reaching

SUPERVISORY RESPONSIBILITY:

Yes, one full time staff member and multiple volunteers and part time assistance

QUALIFICATIONS:

Minimum/Required Qualifications:

- AA degree or substitute with 2 years supervisory experience, willing to obtain AA within four years
 - Must have experience working with Microsoft software
 - Must have and retain a valid driver's license
 - Experience directly related to essential functions specified
 - Must be able to pass a criminal background check
- Adhere to Tribal Policies and Procedures and Drug and Alcohol Policies

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 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 have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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