



## NUNEE EMPLOYMENT OPPORTUNITY

### HEALTH BOARD SOCIETY

Nunee Health Board Society is seeking a Conference Planner to join our team in Fort Chippewyan, Alberta.

Reporting to the Mental Wellness Manager, the Conference Planner will be responsible for the planning, organization, and execution of a Wellness Conference in Fort Chipewyan, AB. This term position will ensure flawless execution of the event that align with Nunee Health Board Society's mission, while fostering engagement, creating a strong sense of community and enhancing community wellness.

Key priorities of this position include:

- Budget creation, venue sourcing, contract negotiation, logistics, and on-site execution.
- Research and develop innovative ideas to enhance event engagement, encourage attendee participation, and effectively communicate the event's goals.
- Communicate effectively with event attendees, internal and external partners, and team members to keep everyone informed and aligned.
- Manage on-site event logistics effectively, fostering a positive and collaborative work environment, proactively troubleshooting and creatively resolving day-of-event challenges.
- Collaborate seamlessly with internal departments and external partners drive successful event outcomes.
- Cultivate strong working relationships with leadership to ensure clear communication and alignment on event goals.
- Manage adherence to relevant guidelines and regulations for all events, responding to and resolving event emergencies calmly and effectively.
- Conduct thorough post-event evaluations to assess success, identify areas for improvement.
- Propose and manage event budgets, ensuring financial responsibility and adherence to allocated funding.

Requirements:

- Must have experience working with Indigenous populations
- Experience working in event planning
- Must have a valid driver's license

Work schedule and salary:

- This is a full-time, term position with flexible work hours and location.
- Salary will reflect experience.

Qualified applicants should contact:

Lorraine Cardinal, Human Resource Coordinator  
Nunee Health Board Society  
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