



**Career Opportunity**  
Mi'kmaw Summer Games Coordinator (x3)  
**(Full-time Seasonal)**

**Closing:**  
June 13, 2025

**Anticipated Start Date:**  
Immediate

**Salary Range:**  
\$60,000 - \$80,000  
(Based on Qualifications and Experience)

**General Description:**

The Mi'kmaw Summer Games Coordinator is responsible for overseeing the planning, coordination, and execution of the 2026 Mi'kmaw Summer Games located in Sipekne'katik First Nation. This role will require strong leadership, communication, and organizational skills to ensure the event runs smoothly, promotes Mi'kmaq culture, and fosters a sense of community engagement. The coordinator will work closely with local leaders, volunteers, sports organizations, and community members to ensure the event is a success.

**Responsibilities:**

**Event Planning and Coordination**

- Develop and implement a detailed event plan, including schedules, venue logistics, and resource allocation.
- Organize and manage all aspects of the games, including sports events, cultural performances, and community activities.
- Coordinate with local sports organizations and clubs to secure equipment, volunteers, and officials.
- Oversee the setup and takedown of the event space, ensuring all areas are accessible and safe.

**Team Leadership**

- Recruit, train, and supervise a team of volunteers, staff, and event coordinators.
- Provide clear instructions and guidance to team members and volunteers.
- Delegate tasks effectively and ensure that all responsibilities are fulfilled in a timely manner.

**Budget Management**

- Prepare and manage the event budget, ensuring cost-effective use of resources.
- Track expenses and ensure all financial processes align with organizational guidelines.
- Identify opportunities for sponsorship or funding to support the event.



#### Community and Stakeholder Engagement

- Build and maintain positive relationships with community members, local organizations, and sponsors.
- Promote the Mi'kmaw Summer Games and Mi'kmaw culture through marketing and outreach.
- Ensure the event is inclusive and accessible to all members of the Mi'kmaw community.

#### Logistics and Operations

- Ensure all logistical aspects of the games are organized, including transportation, accommodation, and food services for participants.
- Manage participant registration and track attendance.
- Troubleshoot any issue that may arise during the event, ensuring minimal disruption to activities.

#### Post-Event Evaluation

- Gather feedback from participants, volunteers, and community members to assess the success of the event.
- Prepare a post-event report summarizing outcomes, challenges, and recommendations for future events.
- Celebrate achievements and express gratitude to volunteers, sponsors, and participants.

#### Qualifications and Experience/Skills:

- High school diploma or equivalent preferred.
- Proficiency in budget management and resource allocation
- Previous experience in event planning or project management
- Experience in sports or community events in an asset
- Leadership skills with the ability to motivate and manage a team
- Strong understanding of Mi'kmaw culture, traditions, and values
- Friendly and professional attitude with excellent communication skills.
- Ability to work under pressure and manage multiple tasks simultaneously
- Must have a valid driver's license & reliable vehicle
- A criminal records check is required
- First Aid and CPR certification is preferred but not required

Please apply with a resume, cover letter and criminal records check to:  
Human Resources Department

Email [employmentapplication@sipeknekatik.ca](mailto:employmentapplication@sipeknekatik.ca)

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 1W0

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits.*

**Only those applicants who qualify for an interview will be contacted.**