



ONTARIO FIRST NATIONS
TECHNICAL SERVICES
CORPORATION



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info@ofntsc.org



ofntsc.org

Event Coordinator

Location: Brantford

Deadline: Friday, April 17, 2026

The Ontario First Nations Technical Services Corporation (OFNTSC) is a nonprofit organization that provides technical advisory services, training, and capacity development to First Nations communities in Ontario. By offering a wide range of specialized services and expertise, OFNTSC helps to enhance the quality of life, promote self-sufficiency, and foster economic growth within these communities.

The OFNTSC requires the services of an Event Coordinator to assist with all planning aspects of public and private events for the organization. The Event Coordinator is responsible for initiating, maintaining, and reporting on relationships that are vital to the successful execution of OFNTSC's public events. An understanding of the procedures and protocols in dealing with First Nations communities and government agencies is essential.

These tasks must be executed in alignment with the culture and values of OFNTSC while maintaining strict confidentiality.

Responsibilities:

- Plan and coordinate all event logistics, including negotiating space contracts, booking venues, arranging catering, ordering supplies and audiovisual services, coordinating décor, and making travel arrangements.
- Schedule and organize event committee meetings, develop and maintain project tracking tools, and ensure committee tasks are completed on time.
- Create and distribute sponsorship, tradeshow, and promotional materials; market events to First Nations communities and partner organizations.
- Serve as the primary liaison with vendors on event-related matters, ensuring smooth coordination and communication.
- Prepare event materials such as nametags, notebooks, gift bags, registration lists, seating charts, and other items required for successful execution.
- Collect and organize post-event information, including guest feedback, to produce comprehensive event reports and recommend improvements for future events.
- Monitor event budgets, alerting supervisors to any potential deviations or required adjustments.



- Take ownership of events from concept to execution, leading large and several smaller-scale events annually.
- Work collaboratively with team members, demonstrating respect, professionalism, and a solutions-oriented approach throughout the planning and execution process.

Qualifications:

- Bachelor’s Degree in Event Management, Hospitality, Public Relations, Communications, or a related field.
- Minimum of 2–3 years of experience coordinating events, conferences, or workshops, preferably in a nonprofit or Indigenous community setting.
- Strong understanding of event planning processes, including logistics, budgeting, and scheduling.
- Excellent interpersonal skills with the ability to work respectfully and collaboratively with First Nations communities, staff, vendors, and government partners.
- Excellent attention to detail, spelling and grammar, especially in written or printed materials
- Excellent organizational skills and the ability to balance and prioritize multiple projects, tasks and responsibilities.
- Demonstrates a professional demeanor with strong time management, problem-solving skills, ability to meet deadlines, and a keen eye for branding cohesion across all marketing materials.

Conditions:

- Some out-of-town traveling is required throughout the province of Ontario and occasionally within Canada.
- Reliable and insured vehicle and valid Ontario class G driver’s license.

*Preference will be given to qualified First Nations applicants for any employment opportunities, following the Ontario Human Rights Code. Please note that openings are limited and may close once filled.

Come join our growing
organization!

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Abi wiji’i’en ndo
wiji-nakiindwin myaajiiging

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Taskwatia’táhrhahs ne onkwentióhkwa
né:ne iotehiahróntie!

At OFNTSC, we value diversity, equity and inclusion and strive to create a safe, respectful workplace. In accordance with OFNTSC’s Accessibility Policy, the *Ontario Human Rights Code*, and the *Accessibility for Ontarians with Disabilities Act*, candidates may make a confidential request for accommodations during the recruitment and selection process. For a confidential inquiry or to request an accommodation during any phase of the recruitment and selection process, please contact Human Resources at humanresources@ofntsc.org, or by calling 1-226-493-0225.





[APPLY HERE](#)

If you are passionate about supporting First Nations communities and possess the necessary skills and qualifications, please submit your resume and a cover letter outlining your suitability for the position. Please upload your documents and label them as **[LastName_FirstName_Event Coordinator]**.

We thank all applicants, however, only those receiving an interview will be contacted.

