

Full time Event Planner

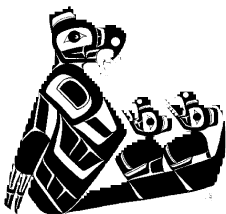
Job Posting

First Nations Training & Consulting Services (FNTCS) is seeking an outgoing and dynamic Event Planner to start immediately. FNTCS is a well established and growing Aboriginal business that provides training, consulting services and event planning services all across Canada.

Prerequisites:

- Certificate or Diploma in Event Planning
- Minimum of 3 years experience in event planning
- Excellent Communication Skills (written and verbal)
- Knowledge of both PC and Mac hardware and software
- Excellent Conflict Resolution and Management Skills
- Excellent Organizational and Office skills
- Ability to type at least 40 wpm
- Knowledge of First Nations, Metis and Inuit peoples
- Reliable, dependable, and courteous
- Ability to handle stress effectively
- Professional and ethical in all aspects
- Ability to work independently and part of a team
- Ability to multi-task and meet deadlines
- Ability to travel as required.

Preference will be given to Aboriginal applicants. Selected applicant must submit a Criminal Record Check. Send updated CV with references, copies of training certificates, evaluation reports, and cover letter by fax to:



First Nations Training & Consulting Services
PO Box 5000 Saanichton, BC V8M 2C5
Phone: 250-652-7097 Fax: 250-652-7039
Web Site: www.firstpeoplescanada.com

Deadline: 12:00 pm - Thursday September 11, 2008