



Job Posting

Title:	Events Coordinator
Department:	Administration
Salary:	\$58,000 – \$65,000
Hours:	35 hours, Monday – Friday Flexible work schedule as events occur.
Location:	10 Scotchman Road, Lillooet BC
Job #:	JP-0003

About Us:

Working at St'át'imc Government Services is an exciting opportunity to make an impact in our beautiful St'át'imc territory with our main office located in Lillooet, BC – a guaranteed rugged, supportive town known for its welcoming community and endless outdoor activities. Whether you're into mountain biking, hiking, fishing, hockey, or various other sports, Lillooet offers a lifestyle that is active, grounded, and community driven. And when winter rolls in, Whistler's world-renowned ski and snowboard destination is just a scenic two-hour drive away.

Our programs support capacity building with St'át'imc members, businesses and communities as well as protect the special species and areas of our territory.

If you are looking for the chance to develop strong partnerships, gain exposure to different industries and work collaboratively, a career at SGS is an opportunity to grow and make a difference.

About this Role:

As an Events Coordinator with St'át'imc Government Services, you'll take the lead in creating and delivering memorable events that bring our communities together. This role is about more than just logistics — it's about designing experiences that celebrate culture, build partnerships, and strengthen connections across the St'át'imc Nation.

You'll be at the center of every detail, from sourcing venues and coordinating entertainment to developing promotional materials and managing budgets. Upcoming projects may include organizing 2 St'át'imc Open Houses, Charity Golf Fundraisers, Aboriginal Day celebrations, training sessions, meetings, and supporting the annual St'át'imc Gathering.

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This position is perfect for someone who thrives in a dynamic environment, enjoys problem-solving with creativity, and takes pride in turning ideas into successful events. You'll work closely with partners, entertainers, and community leaders to ensure every event reflects our values and leaves a lasting impact.

If you're passionate about building experiences that matter — and want to see the direct results of your work in the smiles, conversations, and celebrations of the community — this is your chance to shine.

About You:

You may have experience or abilities in:

- Secondary School Diploma required.
- Post Secondary School in Business, Marketing, Public Relations or related field required.
- 3-5 years event coordination or management experience preferred.
- 3-5 years' fundraising experience considered an asset.
- Strong communication skills, both verbal and written.
- Proven ability to manage budgets.
- Effective time management and organization skills.
- Maintains high levels of energy and resilience, even under pressure.
- Offers thoughtful and strategic consultation to colleagues and stakeholders.
- Maintains a high standard and attention to detail.
- Brings creative and innovative thinking to problem solving and event design.
- Skilled in research & analysis, using data to inform decisions.
- Comfort with operating equipment and technology used in event planning.

Working at SGS

Benefits:

- Company pension
- Extended healthcare

Salary is based on experience and qualifications.

How to Apply:

If this sounds like the opportunity for you, please submit a resume and cover letter to: hr@statimcgs.org.

Please Note: Only those applicants selected for an interview will be contacted.

Closing date: Position posted until filled.