



McGrath Native Village Council

Job Description

Job Title: Community Events Planner

Location: McGrath, AK

Supervisor: Tribal Administrator

Pay Range: DOE

Status: Permanent, Part Time (not to exceed 20 hours a week)

Opening Date: 3/5/2024

Closing Date: Open Until Filled

Job Summary: Oversee all aspects of event planning and management; after discussing the scope and budget with administrator and council, organize all details, include booking the venue, planning the food service, entertainment, decorations, transportation, and staffing for the day of the event. Supervise each phase of the plan during the event to ensure it runs smoothly and to close out all vendor invoices once the event is over.

Essential Functions: Under the supervision of the Tribal Administrator, job incumbent:

1. Discuss the budget and expectations with administrator and council
2. Research venues and vendors that fit the occasion within budget
3. Negotiate contracts with vendors
4. Schedule staff and set up/clean-up crews for the day of the event
5. Oversee each phase of the event to ensure it runs smoothly
6. Process all invoices to make sure the vendors are paid promptly
7. Minimum of two activities (events) per month
8. Written report of completed activities for grant purposes
9. Other duties as assigned

Minimum Qualifications:

1. High School Diploma or GED equivalent or willing to obtain GED within one (1) year of starting the position.
2. Valid driver's license
3. Basic computer usage and telephone skills for purchasing
4. Knowledge of community year-round events
5. Excellent communication and organization skills
6. Dependable, trustworthy, and ability to maintain confidentiality
7. Supervision of youth during some events
8. Flexible schedule

Apply to: McGrath Native Village Council Tribal Office