



# Membertou

WELCOMING THE WORLD!

## Employment Opportunity

**Job Title:** Recreation & Events Manager (Full Time)  
**Salary:** Commensurate with experience

### **The Opportunity:**

The Recreation & Events Manager is responsible for planning, coordinating, and supporting community recreation initiatives and major events within Membertou. This role works in close collaboration with Community & Culture and event committees to ensure activities are well-organized, inclusive, and reflective of Membertou community values. For community events, the primary focus of this position is coordination and logistics (planning support, schedules, vendors, site needs, and operational details) while collaborating with Finance for budget tracking and administrative support. The Recreation & Events Manager is a connector across departments, partners, and volunteers to help deliver strong programs and successful events.

To be successful in this role, the candidate must demonstrate proficiency in the essential duties outlined below, along with strong organizational, interpersonal, and community engagement skills.

### **Key Responsibilities:**

- Assist in preparing bids, planning, and committee coordination for major sporting events (e.g., Hockey Canada events, NAHC, curling, boxing, etc.).
- Work closely with external partners (including CBRM and regional, national, and international sport bodies) to support successful event delivery.
- Assist with identifying, preparing, and submitting funding proposals to federal and provincial agencies to support recreation and sport development programming.
- Collaborate with Circle of Care (Child & Family Services) and the Youth Centre to plan and implement community recreation programs.
- Recruit, supervise, and support a summer student team to deliver seasonal programs, camps, and recreation events.
- In collaboration with Community & Culture, support the planning and delivery of community events such as Membertou Powwow, Community Banquet & Awards, Treaty Day events, National Day for Truth and Reconciliation, National Indigenous Peoples Day, Summer Games participation, and other emerging events as required.
- Coordinate event logistics (venues, equipment, vendors, permits, travel arrangements, schedules, safety plans, and on-site setup/tear-down) in collaboration with event committees and department leads.
- Support sponsorship and partnership outreach to enhance programming and reduce event costs, working alongside Community & Culture, Marketing & Communications, and other partners as appropriate.
- Provide administrative and financial coordination for events (purchase requisitions, quotes, invoices, and expense tracking) and collaborate with Finance for budget support and reporting.
- Work closely with the Marketing & Communications Team to support effective promotion, public information, and event branding.
- Collaborate with community volunteers, Elders/Knowledge Keepers (as appropriate), and departments to support inclusive participation and respectful event delivery.
- Maintain organized records, post-event debriefs notes, and recommendations to support continuous improvement across recreation programming and events.
- Other related duties as directed.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.
- Other related duties as directed by the Manager.

## Required Skills & Competencies

- Post-secondary education in Recreation, Event Management, Sport Administration, Community Development, or a related field, or an equivalent combination of education and experience.
- Demonstrated experience coordinating events, recreation programming, or community initiatives.
- Strong organizational skills, including the ability to manage timelines, logistics, multiple priorities, and competing deadlines.
- Proven ability to work collaboratively with multiple teams, volunteers, and external partners.
- Strong communication skills (written and verbal) and a high standard of professionalism.
- Experience preparing funding proposals or grant applications is considered an asset.
- Knowledge of Indigenous community events and cultural protocols is considered an asset.
- Valid driver's license and ability to work flexible hours, including some evenings and weekends.

Membertou is committed to a respectful, inclusive, and culturally safe workplace. We encourage applications from Mi'kmaq and other Indigenous candidates, and from applicants with lived experience and cultural knowledge relevant to the community.

*Preference is given to Indigenous peoples in accordance with the Aboriginal Employment Preferences of the Canadian Human Rights Commission.*

## Apply Today

If you're passionate about building relationships, leading with integrity, and contributing to a growing community, we would love to hear from you.

To Apply: Submit your cover letter and résumé to:

Membertou Human Resources Department

**Attention: Scott Thomas**

47 Autwen Ma'sl Awti

Membertou, NS B1S-2P5 Or via e-mail to: [jobs@membertou.ca](mailto:jobs@membertou.ca)

**DEADLINE FOR APPLICATIONS: Friday, February 13<sup>th</sup>, 2026, at 4:30 PM AST.**

*Thank you for applying, however, only those selected for an interview will be contacted.  
Membertou reserves the right to pause, extend or revoke this posting at any time without notice.*