



EMPLOYMENT OPPORTUNITY

YOUTH & ELDERS GATHERING COORDINATOR

(Internal/External Posting)
April 2, 2026

Michipicoten First Nation (MFN) is a vibrant community located near Wawa, ON and approximately 225 km from Sault Ste. Marie, ON. With approximately 1,558 Members dispersed around the globe, building on socio-economic independence and with a strong sense of community and cultural identity, Michipicoten First Nation strives to maintain harmony and balance with Mother Earth, neighbouring First Nations and surrounding communities.

Michipicoten First Nation is seeking a temporary, full-time **Youth & Elders Gathering Coordinator** to support the planning and delivery of the 2026 Youth & Elders (Y&E) Gathering, scheduled for August 4–7, 2026. This position reports to the Manager of Culture, Language & Education and works closely with an established Gathering Committee. Past Gatherings have welcomed approximately 400 participants.

This role is well supported. The Coordinator will receive guidance, templates, and direction from the Committee and MFN staff throughout the planning and delivery of the event. Primary participants of the Gathering include MFN Members, their families, staff, and invited guests. The anticipated term is April 2026 to September 25, 2026. This position may be based out of Michipicoten First Nation or Wawa, ON.

PRIMARY RESPONSIBILITIES

The Youth & Elders Gathering Coordinator is responsible for coordinating the overall planning and delivery of the Gathering, with support from the Committee and MFN staff. Key responsibilities include:

- **Event Planning & Coordination:** Supporting the Committee in organizing sessions, workshops, activities, entertainment, and event logistics.
- **Administration:** Providing support to the committee by tracking action items, timelines, documenting committee meetings and decisions, creating forms and communications to stakeholders.
- **Budget Support:** Working collaboratively with the department manager to ensure purchases are planned, tracked, and remain within the established budget.
- **Community, Vendor & Facilitator Engagement:** Communicating with community members, Elders, youth, volunteers, facilitators, caterers, and vendors.
- **Event Delivery:** Assisting with on-site coordination during the Gathering, including set-up, take-down, and troubleshooting.
- **Post-Event Wrap-Up:** Supporting feedback collection and completing a final summary and evaluation report.

QUALIFICATIONS

Michipicoten First Nation recognizes that skills and experience are developed in many ways. Applicants are encouraged to apply even if they do not meet all the qualifications listed below.

You may be a good fit for this role if you have:

- Experience helping organize community events, gatherings, programs, or activities
- Strong organizational and communication skills
- Comfort working with community members, volunteers, and service providers
- Proficient computer skills (email, Word, Excel)

Assets (but not required):

- Post-secondary education or related training
- Experience working with a First Nation or Indigenous community
- Event coordination or project planning experience

Other

- Must possess a valid driver's license and own vehicle
- Able to provide a satisfactory driver's abstract (*if position offered*)
- Able to provide a satisfactory Criminal Record Check (*if position offered*)

LOCATION Michipicoten First Nation, or Wawa, ON

TERM Temporary, Full-Time

WAGE \$32.00/hr

TO APPLY: Please submit your cover letter and resume as one document to hr@michipicoten.com with the position title in the subject line by **April 15, 2026**. **Michipicoten Members and Indigenous applicants are encouraged to self-identify.**

Michipicoten First Nation is dedicated to promoting equity and diversity and serving the interests of its Members. The successful candidate will primarily serve the interests of Michipicoten Members, and preference will be given to Members and Indigenous candidates who possess the necessary qualifications.