



Native Council of PEI

Job Posting – Event Planner

Job Title:	Event Planner	Position Type:	Full Time – 8 week contract to commence immediately
Location:	Charlottetown	Travel Required:	Frequently
Wage:	\$22 per hour	Hours Per Week:	35
HR Contact:	humanresources@ncpei.com 902-892-5314	Date Posted:	May 25, 2026
Website:	http://ncpei.com/employment/	End Date:	Competition will remain open until position is filled.

Applications Accepted By:

FAX OR EMAIL: RESUME AND COVER LETTER

Attention Human Resources
 Subject Line- Event Planner
 Email- humanresources@ncpei.com

Job Description

****THIS IS A SUMMER STUDENT POSITION THROUGH CANADA SUMMER JOBS.****

Eligible participants must be:

- *Between 15 and 30 years of age (inclusive) at the start of employment;*
- *Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and*
- *have a valid Social Insurance Number at the start of employment and be legally entitled to work according to the relevant provincial or territorial legislation and regulations.*

POSITION SUMMARY:

The Event Planner will be working with NCPEI Program Coordinators and the Political and Digital Communications Coordinator to assist in planning and executing/facilitating NCPEI events throughout the summer months. Events will include, but are not limited to, National Indigenous Peoples Day celebrations, the annual Abegweit Pow Wow, NCPEI Mawi'omi, and 2-Spirit/PRIDE events.

ROLE AND RESPONSIBILITIES

- Establishing relationships with event venues and vendors, as well as handling bookings.
- Sending invitations, creating social media posts, and driving engagement with programming.
- Orchestrating volunteers and vendors.
- Budgeting and ordering.
- Running contests/activities if applicable.
- Communicating with and interfacing between Program Coordinators to ensure that all tasks are completed successfully and in a timely manner.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must be between the ages of 15-29 at the start of employment.
- Experience working with Indigenous communities would be considered an asset.

- Experience attending NCPEI Events would be considered an asset.

***Only candidates chosen for an interview will be contacted.**