



**JOB POSTING
ARENA COORDINATOR
ONE (1) YEAR FULL-TIME TERM HIRE
WITH POSSIBILITY OF INDEFINITE HIRE
ANOWARA'KO:WA ARENA
DEPARTMENT OF ECONOMIC DEVELOPMENT**

**SALARY LEVEL: CL06 ST 3 \$47,895.57
DEADLINE TO APPLY: APRIL 3, 2023, BY 4:00PM**

SUMMARY OF RESPONSIBILITIES:

Under the direction and supervision of the Arena Manager, the Arena Coordinator is responsible for the administrative operations of the A'nowara'ko:wa Arena. The incumbent will book rental activities for clients, demonstrate excellent customer service, assist with public relations and special events, and observe the Arena property and report on assets to ensure optimal operations of the facility.

QUALIFICATIONS:

- Two-year post-secondary diploma in Recreational Coordinator and Leisure Studies, Sports Management or Business with;
- Minimum of Two (2) years' experience working in customer service and with co-workers in a team atmosphere

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment. As a requirement of employment, all applicants must have a Canadian Social Insurance number. An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit application packages using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0