



WRESTLING NUNAVUT

Event Coordinator

Wrestling Nunavut is a not for profit organization located in Iqaluit, NU. Our mandate is to provide quality programs and services that will contribute to the development and growth of wrestling in Nunavut.

We are currently seeking an individual **Event Coordinator** who can plan, coordinate, and organize events, teams traveling to events and any details required for the event. This event coordinator is contract work in which the successful applicant and the Wrestling Nunavut board of directors can finalize terms of the contract.

Responsibilities:

- Plan and coordinate tournaments/camps
- Coordinate travel reservations
- Coordinate event details such as but not limited to;
 - o Ground transportation
 - o Meals and accommodations
 - o Officials
- Ability to work with strict timelines/deadlines
- Financial report
- Project report

Required Qualifications:

- Previous event coordinating experience in Nunavut
- Working knowledge of Microsoft Word and Excel programs
- Excellent written and verbal communication skills

Reports To: Wrestling Nunavut Board of Directors

Resume will be accepted in confidence and deadline to submit is **May 22, 2017**

Attention: Daniel Young

E-Mail: danbrockyoung@gmail.com