



## Opaskwayak Health Authority Beatrice Wilson Health Centre Job Posting Event Planner

Opaskwayak Health Authority is seeking a qualified individual to fill the role of **Full-Time Event Planner** in the Operations Team.

### **Job Summary:**

Reporting to the Operations Manager, the Event Planner is a key member of the operations department; is assigned key responsibilities; works in a multi-disciplinary team in consultation & collaboration with OHA program managers to develop & deliver programs & services that meet organizational needs; follows OHA policies & procedures; practices organizational & cultural competencies to the highest level; and provides scheduled coverage of operations staff as required.

### **Position Requirements:**

- Diploma – Event Planner or equivalent
- MB Food Handler Certificate
- Valid Manitoba Class 5 Driver's License and daily access to a vehicle
- Strong decision-making and organization skills
- 2 years of event planning experience
- Microsoft Office – Word, Excel & Outlook
- Satisfactory employment record including attendance at work

**Closing Date: Open Until Filled.**

### **Applications Must Include:**

- A **cover letter** that clearly indicates how you meet the position requirements
- **Resume**
- Copy of **credentials** (licenses, training, education)
- Three **professional letters of reference** (2 supervisor or manager and 1 colleague) – or – contact information for same (include position/title, current place of employment, phone number & email).
- **Criminal Record Check with Vulnerable Sector** (no more than a year old or indication that they have been applied for)
- **Adult Abuse Registry Check** (no more than a year old or indication that they have been applied for)
- **Personal contact information** (phone & email)

Your application will not proceed with an interview without the above information.

To obtain a complete job description, for additional information or to apply for this position please contact or submit your application to:

**Human Resources**  
Opaskwayak Health Authority  
Box 10280, 245 Waller Road, Opaskwayak, MB ROB 2J0  
Email: [hr@ocnhealth.com](mailto:hr@ocnhealth.com)  
Please mark all correspondence "**CONFIDENTIAL**".

**Please visit our website:** [www.beatricewilsonhealthcentre.ca](http://www.beatricewilsonhealthcentre.ca) for job postings.  
Please note that only those selected for an interview will be contacted.