



Position Description

Sales & Events Coordinator

About the SLCC

The Squamish Lil'wat Cultural Centre is an Indigenous owned not for profit. We embody the spirit of partnership between two unique Nations who wish to preserve, grow and share their traditional cultures. At the SLCC our purpose is to uplift the Skwxwú7mesh and Lílwat7úl people, with pride and visibility on their land.

About the Role

This role supports the Sales & Events Department, acting as a key liaison between clients and internal departments to ensure the seamless planning, upselling and delivery of events that reflect the Centre's commitment to cultural authenticity, hospitality, and exceptional guest experiences. This is an excellent opportunity for someone with a passion for events, organization, and guest service, who thrives in a collaborative and culturally rich environment.

The Sales & Events Coordinator supports the planning and execution of meetings, group bookings, and special events, including weddings, from confirmation through to on-site execution.

This role is both administrative and guest facing, on the floor. It includes event setup, coordination of catering operations, and clear communication between clients and internal team - particularly on the day of the event. Responsibilities also include conducting sales/site tours, coordinating event logistics, and supporting administrative processes such as liquor inventory tracking, scheduling, and event documentation.

The Coordinator works closely with multiple departments across the Centre; it requires a strong partnership with the Executive Chef and Catering Supervisor/Leads to provide guidance and support to the catering team, and ensure each event is delivered with a high level of care, professionalism, and attention to detail

The hourly wage band starts at \$26/hour, and is experience dependent. This role is service charge eligible. When working 32 hours + per week, we offer extended Health Benefits, WB Seasons Pass or a Health & Wellness spending account, and a Training and Development budget. The role reports directly to the Sales & Events Manager.



What we count on you for – Key Deliverables and Expectations:

- Coordination and finalization of event documentation, supporting from confirmation through to event execution
- Create event floorplans and collaborate with culinary and operations teams
- Conduct sales/site tours
- Maintain accurate event files, contracts, and financial documentation
- Address and resolve guest concerns in a timely and professional manner
- Provide administrative support to the Sales & Events team
- Work collaboratively with all departments to ensure seamless event execution
- Support on-site event delivery to ensure a high-quality guest experience

How you know you are the right fit:

- Passion for our culture first perspective - people, tourism and service.
- Strong systems and administration proficiency - attention to details and accuracy in essential.
- Sound time management, prioritization and organizational skills.
- Exceptional oral and written communications skills especially when acting as a liaison between vendors and internal departments.
- Proven ability to build and maintain positive working relationships – both internally and externally.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Self-motivated, with a positive attitude.
- Proven team player, able to take direction and can also take initiative to ensure key tasks are completed.
- Consistently approachable and professional in manner.

Experience and Education

- Previous experience in hospitality, tourism, or event coordination
- Knowledge of food & beverage or banquet operations
- Experience with venue operations
- Proficiency in Microsoft Office; experience with event or booking systems is an asset
- Clear criminal background check required upon hire.

Please apply with a cover letter and resume to careers@slcc.ca

We thank you very much for your interest and will only be contacting candidates we are moving forward with an interview. We are committed to diversity, equity and inclusion for all people and hire using these principles.



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SQUAMISH LILWAT CULTURAL CENTRE