

## COUCHICHING FIRST NATION EMPLOYMENT OPPORTUNITY



### Bingo Palace Coordinator Couchiching First Nation

Couchiching First Nation is seeking a permanent, full-time Bingo Palace Coordinator for the Couchiching Bingo Palace. The Bingo Palace Coordinator is responsible for the general day-to-day business of the bingo operation, including staff supervision, marketing, promotion, financial reports & security. The Bingo Palace Coordinator reports to Couchiching's Bingo Palace Manager.

#### Duties & Responsibilities:

- Supervise daily operations and staff performance.
- Develop and implement marketing strategies to attract and retain customers.
- Prepare financial reports to reflect the performance of operations.
- Ensure compliance with all security protocols.
- Foster a positive and welcoming environment for all patrons.
- Handle public relations and engage with the community.
- Work collaboratively with the management team to achieve operational goals.
- Perform other related duties as required.

#### Qualifications & Experience:

- Education or formal training in marketing and finance, or equivalent experience.
- Previous management experience in a gaming operations facility.
- Strong customer service, organization, management and supervisory skills.
- Excellent communication skills and ability to engage effectively with staff and clientele.
- Strong public relations skills and proficient in community engagement and outreach.
- Capable of working under pressure with a devotion to meet deadlines.
- Knowledge of First Nation Gaming will be considered an asset.
- Must be bondable.
- Possess a valid driver's license with access to reliable transportation.
- Must have a flexible working schedule to effectively tend to the needs of the Couchiching Bingo Palace.

**Deadline:** June 5, 2026

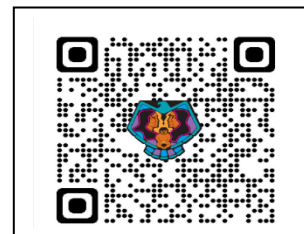
#### How to Apply:

Applicants should include their resume, cover letter and 3 references. References must include three employment related references and written permission to contact those references. You can submit your application to Couchiching First Nation Human Resources by email, mail, or in person.

**By Email:** [recruitment@couchiching.ca](mailto:recruitment@couchiching.ca)

#### Postal mail, or in person at:

Human Resources: Couchiching First Nation  
RMB 2027, RR2, Fort Frances, Ontario P9A 3M3



*All suitable, qualified Couchiching Band members shall be given first preference.*

*While we appreciate all who apply, only those selected for an interview will be contacted.*

*All late applications will be returned unopened.*

*All incomplete applications will be returned to the applicant.*

*CFN welcomes applicants from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.*