



BURNING CEDAR
SOVEREIGN
WELLNESS

A FIREPLACE
+ GARDEN
TO GATHER
HEAL + GROW

Position Title: Community Events + Hospitality Coordinator

Organization: Burning Cedar Sovereign Wellness

Location: Tulsa, OK

Position Type: Full-Time Hourly

Compensation: \$18-\$21/hour (based on experience) + Medical,
Dental and Vision Benefits

Schedule: Thursday through Monday, 11:00 AM to 6:00 PM,
occasional evenings + days not listed

Application Deadline: June 30, 2026 (11:59 pm CST)

ABOUT US

Burning Cedar Sovereign Wellness is a 100% Indigenous-led, community-driven nonprofit communal space for the urban Tulsa Native community to gather, heal and grow by cultivating connections to land and ancestral wisdom. Our work is rooted in the understanding that true wellness comes by finding balance in our physical, mental, emotional, and spiritual selves. Centering art, story, ancestral foodways, plant medicines, land-based healing, and traditional movement practices as living, evolving pathways to individual and collective health, we provide culturally grounded programs that educate and empower future generations, support Native food producers and land stewards, and share regenerative practices that reflect our original instructions to care for the earth and one another. Burning Cedar Sovereign Wellness warmly encourages Native American, Alaska Native, and Indigenous applicants to apply. As an Indigenous-led organization serving Native communities, we value lived experience, cultural knowledge, and diverse perspectives. All qualified candidates are welcome and will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, or any other protected status.

POSITION SUMMARY

The Community Events + Hospitality Coordinator is a full-time, in-person position, paid at an hourly rate. This role supports the daily operations, events, garden, and communications of Burning Cedar Sovereign Wellness (BCSW). The ideal candidate is reliable, organized, and community-oriented, with the ability to maintain a clean, welcoming, and culturally grounded space. The coordinator plays a key role in upholding our values, maintaining our space, and supporting Indigenous foodways and cultural education.

This position includes regularly scheduled shifts Thursday through Monday, 11:00 AM to 6:00 PM, with additional hours and/or shift adjustments based on events or other activities. The Community Events + Hospitality Coordinator is expected to be on-site during all regular open hours, except when off-site events require their presence elsewhere. Some schedule flexibility is allowed with prior notice.

This is a full-time hourly, non-exempt position with benefits. Must be available to work weekends and occasional evenings based on program and event needs. Information regarding benefits, paid time off, scheduling, and other employment policies can be found in the Burning Cedar Sovereign Wellness Employee Handbook.

KEY RESPONSIBILITIES

(Percentages are estimates and may shift seasonally or as program needs evolve.)

1. Community Meal + Catering Support (35%)

- Assist Executive Director with catering customer communication and event planning
- Prep, cook, and serve meals for catering events and community programs
- Maintain awareness of the full events calendar to ensure the kitchen is prepared for all upcoming caterings and community events
- Maintain cleanliness of all kitchen workstations, tools, equipment, and storage areas according to health, safety, and hygiene standards.
- Maintain a valid Tulsa County Food Handler's License.

2. Facilities, Hospitality & Administrative Support (35%)

- Perform daily custodial duties (general cleaning, sanitation, waste management, maintenance and repair, security, and animal care)
- Maintain and organize supplies for workshops, events, and community meals
- Prepare printed materials (sign-in sheets, labels, name tags) and maintain simple internal logs
- Refill water, coffee, and tea stations
- Monitor inventory of commonly used supplies and notify supervisors when restocking is needed.

3. Community Event & Visitor Support (30%)

- Greet and orient visitors and participants; assist with hands-on activity stations
- Support setup, breakdown, and logistics for events (chairs, tables, A/V, signage, refreshment stations)
- Document events with photos or notes (with consent) for internal records; organize and maintain shared folders; collect participant feedback and assist with event or catering requests
- Assist with participant check-in and registration for workshops and events
- Answer basic questions from visitors and direct community members to appropriate staff or resources when needed.

QUALIFICATIONS

Preferred:

- Experience with Indigenous community programs, cultural education, and/or traditional foodways.
- Experience cooking for large community events or catering operations.

Required:

- Self-motivated, organized, and able to work both independently and collaboratively.
- Strong communication and organizational skills.
- Comfortable working outdoors in varying weather conditions.
- Valid driver's license, reliable transportation, current vehicle registration & insurance.
- Ability to lift up to 50 lbs.
- Commitment to Indigenous values, cultural sensitivity, and intergenerational community engagement.

- Comfort with basic technology (email, Google Drive).

APPLICATION INSTRUCTIONS

To apply, please email the documents below to info@burningcedar.org:

1. A cover letter describing your experience and interest in the Community Events + Hospitality Coordinator position.
2. A résumé or CV highlighting relevant experience.
3. Contact information for three references, including at least one elder or respected Indigenous community member.

Applications will be reviewed on a rolling basis until the position is filled.

Application closes June 30, 2026 (11:59 pm CST)