



## VUNTUT GWITCHIN Government

Government of Vuntut Gwitchin First Nation

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### HUMAN RESOURCES DEPARTMENT

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P.O. Box 94,  
Old Crow, Yukon  
Y0B 1N0

Phone: (867)966-3261  
Fax: (867)966-3800  
Email: [jobs@vgfn.net](mailto:jobs@vgfn.net)

## EMPLOYMENT OPPORTUNITY

### EVENTS COORDINATOR

Position is available only to Residents of Old Crow  
The position is Full Time

**The Job:** Reporting to the Executive Director, this position is responsible for the planning, coordination and delivery of a variety of community and VGG celebrations and events, meetings, conferences and other activities throughout the year.

**Main Responsibilities:** Liaise with VGG staff, consultants, organizations, governments, communications staff, Vuntut Gwitchin citizens when developing and organizing events or when providing the services as requested, maintain an events calendar and schedule, manage all VGG venue and camp bookings, prepare and distribute agendas, events schedules and related documents as necessary, supervise all contractors, service providers, casual hires and volunteers, administration and financial duties.

**The ideal candidate will have the following combination of education, experience, and knowledge:** Training or education in event planning or equivalent related experience. Experience in basic office functions and computers. Be a team player and be able to work with people from various disciplines, cultures and of various ages, problem solving, time management and organizational skills. Ability to work independently. Ability to prioritize duties, adapt to shifting priorities and meet deadlines, and experience delegating. Coach and supervise volunteers and workers, highly organized and detail oriented and ability to communicate effectively and diplomatically, both verbally and in writing.

Priority consideration will be given to citizens of the Vuntut Gwitchin First Nation.

**Closing Date: January 7, 2022 @ 4:00 p.m. or until filled**

Please submit a cover letter and resume (one document) to:

Human Resources Department  
Vuntut Gwitchin Government  
Box 94, Old Crow, YT Y0B 1N0  
Email: [jobs@vgfn.net](mailto:jobs@vgfn.net)

Posted: December 6, 2021