



## **EMPLOYMENT OPPORTUNITY EVENT PLANNER**

The VGG Natural Resources Department is hiring an Event Planner to lead the coordination of a Natural Resources & Heritage Summit.

The Natural Resources & Heritage Summit is a community engagement event that will take place in Old Crow early in the new year (dates to be determined) and include a range of daytime and evening activities over 3-5 days.

### **Scope of Work:**

- Meet regularly with Natural Resources Department staff in the weeks leading up to the event to discuss planning objectives, budget and progress updates
- Coordinate event logistics including catering and janitorial services, audio visual, room set up, transportation and building access etc.
- Provide on-site logistical support for the duration of the event
- Ensure COVID-19 restrictions are communicated and required precautions are in place

### **Required Qualifications:**

- Strong interpersonal and communication skills
- Excellent organizational skills, including time management and multi-tasking
- Ability to meet strict deadline and budget demands
- The ideal candidate is enthusiastic, hard-working and dependable

Experienced event planners are encouraged to apply. We are also interested in hearing from people who are looking to gain employment experience.

**Closing Date: Friday, January 7, 2022 at noon.**

Please submit a cover letter and resume outlining your qualifications to:

Jenna Thomas, Natural Resources Clerk  
Natural Resources Department, Vuntut Gwitchin Government  
Ph: (867) 966-3261 ext. 232 / Email: nrclerk@vgfn.net



## VUNTUT GWITCHIN Government

Government of Vuntut Gwitchin First Nation

Natural Resources Department

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# Natural Resources & Heritage Summit

## Request for Quotations: EVENT PLANNER

**Issued:** December 10, 2021    **Deadline:** January 7, 2022 at noon

### Overview:

The VGG Natural Resources Department is hiring an Event Planner to lead the coordination of a Natural Resources and Heritage Summit.

The Natural Resources and Heritage Summit is a community engagement event that will take place in Old Crow early in the new year (dates to be determined) and include a range of daytime and evening activities over 3-5 days.

### Scope of Work:

- Meet regularly with Natural Resources Department staff in the weeks leading up to the event to discuss planning objectives, budget and progress updates
- Coordinate event logistics including catering and janitorial services, audio visual, room set up, local transportation, travel bookings and building access etc.
- Provide on-site logistical support for the duration of the event
- Ensure COVID-19 restrictions are communicated and required precautions are in place

### Required Qualifications:

- Strong interpersonal and communication skills
- Excellent organizational skills, including time management and multi-tasking
- Ability to meet strict deadline and budget demands
- The ideal candidate is enthusiastic, hard-working and dependable

Experienced event planners are encouraged to apply. We are also interested in hearing from individuals who are looking to gain employment experience. People can apply on their own, or as a team.

### Preparing your Quotation:

This is an open and competitive process. Please include the following in your quotation:

- Name and contact information
- Brief resume including formal training and summary of event planning experience
- Detailed price quotation

### Submission Process:

All quotations must be submitted in person or by email to:

Jenna Thomas, Natural Resources Clerk  
Natural Resources Department, Vuntut Gwitchin Government  
Ph: (867) 966-3261 ext. 232 / Email: nrclerk@vgfn.net