

VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

Human Resources Department



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

Phone: (867)966-3261

jobs@vgfn.net

EMPLOYMENT OPPORTUNITY

EVENTS COORDINATOR

Old Crow – We Need You!

In order to provide events in Old Crow, we need reliable Events Coordinators!

Working as a team member in the Vuntut Gwitchin Government this position plans, coordinates and delivers a variety of exciting community events, VGG celebrations and other activities throughout the year.

The position will have access to the Casual List to draw on supports as needed. We will work as a TEAM!

Responsibilities:

- Develop budgets and work plans for each event for approval
- Monitor event expenditures and overall outcomes
- Provide a short event report following each event (budget update, event overview)
- Manage relationships with staff, contractors, vendors, and outside agencies
- Engage in creative brainstorming with planners
- Work as part of an administrative and community team

Our ideal candidate for this position:

- A team player with strong interpersonal skills
- Interest in mentoring others
- Ability to work on tight timelines
- Basic computer skills
- Experience or the ability to learn to work with budgets

We thank all those who apply but only those selected for further consideration will be contacted.

Deadline to apply: May 13, 2022.

Send applications and/or resumes to:
Human Resource Department
Vuntut Gwitchin Government
Email: jobs@vgfn.net