

A. Identification:

Position Title: Events Coordinator & Planner

Department: Executive Office

Supervisor: Executive Director

Date: March 11, 2018

Status: Full-time

Level: 7

B. Job Summary:

Working as a team member in Vuntut Gwitchin Government, this position plans, coordinates and delivers a variety of positive/exciting community and VGG celebrations, meetings, conferences and other activities throughout the year. This position is also responsible for handling staff functions and larger VGG events as well as liaising with community, public government and NGO partners. The incumbent will be responsible for managing all events and keeping secure all assets for events and meetings.

C. Main Duties:

The incumbent will be a solutions orientated planner who coordinates and delivers programs and activities for the community and Vuntut Gwitchin Government by:

- Developing creative concepts for upcoming events and conferences
- Develop event budgets for portfolio programs
- Be prepared to recommend appropriate gifts and souvenirs
- Providing hands-on delivery of programs and activities by working with other organizations
- Supervising and mentoring volunteers and workers
- Conducting needs assessments for each event, meeting, conference and celebration well in advance of the event
- Develop a running list of perishable and non-perishable goods required for events
- Keep and control a list of events assets and audit at the end of the fiscal year
- Development of an annual events calendar
- Consulting with VGG departments, community and other partners regarding upcoming events and their themes – determine venues

- Keeping updated on current trends, information and resources available in the community
- Source, negotiate and manage event entertainment

Performs administrative functions by:

- Some proposal writing for third party funding
- Submitting reports and claims to the VGG Finance Department
- Writing, editing, proofreading and finalizing documents as necessary
- Create and maintain an events filing systems
- Determining budgets and monitoring expenses
- Research and manage various events costs and contracts
- Scheduling and advertising
- Arrange and manage various venue bookings well in advance of events
- Purchasing supplies and materials
- Assisting with development of policies and procedures
- Assisting with preparation of yearly departmental budget
- Research, compile and keep current a list of rental equipment in the community

D. Job Knowledge and Skills:

Education

- Certificate or Degree in Events Planning or equivalent
- Knowledge of budgeting and book keeping
- Knowledge of program and event planning
- Knowledge of basic office functions

Management Skills:

- Ability to be a team player and work with people from various disciplines and cultures, and of various ages
- Ability to problem solve
- Time management and organizational skills.
- Ability to assume responsibility and meet deadlines
- Ability to work with minimal direction and supervision
- Ability to prioritize duties and adapt to shifting priorities
- Ability to delegate and coach volunteers, and supervise workers
- Ability to prepare and manage budget expenditures and financial reports
- Ability to develop strategic goals and work plans

Specific Skills:

- Experience in organizing and executing events for small and large events
- Detailed orientated
- Highly organized
- Ability to plan, coordinate and implement multi-faceted events and projects

- Ability to counsel youth and act as a positive role model.
- Ability to create documents using MS Office (Word, Excel, PowerPoint, Outlook)

Interpersonal Skills:

- Team player with the ability to work independently
- A big picture thinker who can manage a changing portfolio of events
- Incumbent must be comfortable in a cross-cultural setting
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, residents, Vuntut Gwitchin citizens, agencies, organizations, and business associates.

E. Decision Making:

The incumbent works independently and with initiative within established budgets, policies, procedures, objectives and priorities. Decision-making is required for setting daily work priorities, planning and implementing programs and activities.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting priorities and deadlines, and following directions from the supervisor. Efficient delivery of the event planning and coordination is important for the reputation and dignity of the Vuntut Gwitchin Government and its citizens.

G. Key Personal Contacts and Nature of Contacts:

Who	Purpose	Frequency
Supervisor	Informing and discussing tasks, and receiving direction.	Daily
Volunteers and Workers	Directing, supervising, coaching and information exchange.	Daily
Co-workers	Information exchange; planning	As needed
Funding agencies	Information exchange, reporting. Information exchange; planning	As needed

Vuntut Gwitchin Citizens Consulting; planning; information.
& general public

As needed

As needed

H. Positions Supervised: Contractors, service providers, casual workers and volunteers as needed for programs and activities

I. Working Conditions:

This position works normally indoors, but is expected to also work outdoors in varying temperature and light conditions.

Spiritual:

Balancing traditional ways of life with modern recreation practices.

Physical:

Approximately 30% of time using the computer

Travel approx: 2 trips per year long distance

Remote living conditions in extreme temperature and light conditions

Mental:

Regular need to meet deadlines

Multi tasking projects

Shifting priorities to respond to Vuntut Gwitchin Government and community needs

Supplies/materials ordered for programs and activities not delivered as scheduled due to reasons beyond the control of incumbent

Emotional:

Dealing regularly with community members and citizens who are under personal stress, or have varying social values, or who are not comfortable with, or don't understand changes in the community.

J: Conditions of Employment

Willingness to work flexible schedule that involves evenings and weekends

First Aid and CPR

Criminal Records Check

Class 5 driver's license would be an asset

Wild game preparation knowledge and skills would be an asset

VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

EXECUTIVE OFFICE



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

Phone: (867)966-3261
Fax: (867)966-3800
Web: www.vgfn.ca

SIGNATURES:

I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have to delegated to this position.

Human Resource Director:

Date:

I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.

Supervisor:

Date:

I have reviewed the position description and understand that it is a general job description of the duties assigned to the position occupied by me.

Employee:

Date:

VGG

Government of VGFN