



**EMPLOYMENT OPPORTUNITY**  
**(1) Coordinator**  
**(1) Assistant Coordinator**  
**Gwich'in Gathering 2014**

**Term position: February 2014-July 2014**

**Status: Part-time**

**Duties:**

- This Coordinator position is the primary community contact and coordinator for the Biennial Gwich'in Gathering 2014
- The Assistant Coordinator will work under the supervision/direction of the Coordinator
- Coordinate the business and entertainment activities for GG 2014.
- Work closely with the Volunteer Gwich'in Gathering Planning Committee
- Receiving, Responding and meeting requests from all Gwich'in communities regarding a variety of topics for the 2014 GG business meetings.
- Maintaining an updated email distribution list consisting of all Gwich'in community contacts, as well as other business partners and associates.
- Staying up-to-date on all correspondence, logistical requirements, processes, and timelines.
- Maintain communication and budget review with the Executive Office.

**Qualifications:**

- Ability to be a team player and work with people from various disciplines and cultures
- Ability to supervise
- Ability to problem solve
- Ability to assume responsibility and meet deadlines
- Ability to work with minimal direction and supervision
- Ability to communicate effectively verbally and in writing
- Ability to manage a number of projects simultaneously

**Closing Date: February 04, 2014**

Please submit resumes and cover letter indicating your interest, experience and knowledge of Coordinating large events to:

HR Manager  
Vuntut Gwitchin First Nation  
Box 94, Old Crow, YT. Y0B 1N0  
Email: [hrd@vgfn.net](mailto:hrd@vgfn.net)  
Phone: (867) 966-3261 Ext. 256  
Fax: (867) 966-3800

**Posted: January 21, 2014**

Preference will be given to Vuntut Gwitchin Beneficiaries residing in Old Crow.