



## JOB DESCRIPTION

|                       |                                       |                |                          |
|-----------------------|---------------------------------------|----------------|--------------------------|
| <b>POSITION TITLE</b> | <b>Events Coordinator</b>             | <b>STATUS</b>  | Full-Time, Indeterminate |
| <b>DEPARTMENT</b>     | Executive                             | <b>LEVEL</b>   | Level 5                  |
| <b>SUPERVISOR</b>     | Manager of Food Services and Catering | <b>REVISED</b> | April 19, 2026           |

### Context Statement

As an order of government in Canada, the First Nation of Na-Cho Nyak Dun (FNNND) has the authority and responsibility to manage lands and resources within its Traditional Territory for the benefit of present and future generations, in accordance with the FNNND Final Agreement, Self-Government Agreement and FNNND Constitution.

### Job Overview

Reporting to the Manager of Food Services and Catering, the Events Coordinator plans, coordinates and delivers FNNND organizational events, departmental events and special events. The incumbent develops annual event calendars and event-specific workplans, manages event logistics and communications, and supports Departments with event planning and delivery. The incumbent coordinates all aspects of event delivery, including scheduling, promotion, resource requirements and on-site execution, and ensures events are organized, delivered safely and aligned with FNNND priorities. The incumbent tracks event budgets, prepares post-event summaries and coordinates with vendors, contractors and service providers, as required.

### Main Duties and Responsibilities

- Prior to fiscal year-end, prepare an annual events calendar in coordination with Council and FNNND Departments, ensuring there are no scheduling conflicts.
- Develop and present event workplans in coordination with FNNND Departments, including timelines and needed resources.
- Prepare event summary reports outlining successes, challenges, recommendations and expenditures.
- Ensure all event expense receipts and invoices are submitted to the supervisor following each event.
- Prepare communication and promotional materials.
- Establish and maintain media contacts, where needed.
- Plan and coordinate workshops, meetings, ceremonies and other events.
- Coordinate all aspects of event delivery, including planning, logistics, promotion, sponsorship, safety and Elders and youth participation. Events may include Aboriginal Day, Gathering at Old Village, Fall Harvest events, General Assemblies, the Whitehorse Christmas Party and multi-First Nation events.
- Conduct inventories of FNNND assets at various locations (for example, Government House and Outpost) and ensure sign-out forms are completed.
- Prepare funding proposals to support events and activities.
- Coordinate with Departments to incorporate cultural activities into programs and events (for example, youth camps and teacher orientation).
- Monitor event budgets and track expenditures to ensure activities are delivered within approved funding limits.
- Coordinate on-site event setup, operations and teardown to ensure events are delivered safely and effectively.

- Coordinate vendors, contractors and service providers, including scheduling, communication and payment processing.
- Provide guidance to Departments on event planning processes and requirements, as requested.
- Perform other related duties, as required.

### **Education and Experience**

- Completion of Grade 12 (or GED equivalent) and/or a certificate or diploma in office administration, along with three years of related work experience; an equivalent combination of education, knowledge, skills and experience may be considered.
- Knowledge of general office procedures.
- Knowledge of the FNNND Final Agreement, Self-Government Agreement and Constitution is an asset.
- Knowledge of FNNND history, culture, language, demographics, socio-economic issues, goals and aspirations is an asset.
- Proficiency with Microsoft 365 applications, including Word, Outlook, Excel, PowerPoint.

### **Management Skills**

- Ability to assist in developing and implementing goals, objectives and work plans.
- Ability to understand and work with program budgets and funding requirements.
- Strong organizational and time management skills.
- Ability to gather information and provide basic summaries to support planning and reporting.
- Ability to resolve conflict and maintain confidentiality.

### **Interpersonal Skills**

- Ability to communicate clearly and respectfully with FNNND staff, Citizens and the community.
- Ability to build and maintain professional working relationships.
- Ability to exercise discretion, tact and diplomacy.
- Ability to work collaboratively as part of a team.
- Ability to work independently and demonstrate initiative.
- Ability to maintain confidentiality and demonstrate honesty and trustworthiness.
- Willingness to learn the Northern Tutchone language.
- Ability to engage respectfully with Elders and support culturally appropriate interactions.

### **Direction/Decision-Making**

The incumbent works within the parameters established by the supervisor and may identify opportunities to improve event planning, coordination and delivery in support of organizational priorities. The incumbent uses independent judgment to manage work priorities, coordinate multiple events and address logistical issues as they arise. Issues, problems or matters which cannot be resolved are brought forward to the supervisor for resolution. The incumbent must consider traditional values and culture in performing their duties.

### **Impact and Accountability**

The incumbent is accountable for ensuring event-related operational tasks are delivered in an effective and efficient manner. The incumbent's decisions directly impact the effective functioning of FNNND meetings and events, which are critical to meeting Citizen and community expectations and deliverables.

### **Working Conditions**

The incumbent works in a normal office environment, including sitting and standing for long periods of time at a computer or attending events. Travel to remote locations may be required, including exposure to extreme temperatures and varying light conditions. The incumbent requires sustained concentration and the ability to meet critical deadlines (for example, meetings, events and ad hoc requirements), often while managing multiple priorities and frequent interruptions. Flexible work hours may be required to support scheduled meetings and events, including evenings and weekends. The incumbent may encounter situations where Citizens are frustrated or upset, requiring patience, professionalism and sound judgment.

## Key Personal Contacts and Contact Nature

| Contact                               | Nature  |
|---------------------------------------|---|
| Manager of Food Services and Catering | Direct supervisor; provide direction, guidance and oversight.           |
| Elders                                | Engage in accordance with traditional protocols and cultural practices. |
| FNNND Citizens                        | Exchange and receive information.                                       |
| FNNND Staff                           | Exchange and receive information, collaboration on activities.          |

## Supervised Employees

- none

## Conditions of Employment

- Criminal Records Check with Vulnerable Sector Screening
- Valid Class 5 Driver’s License and Driver’s Abstract
- First Aid and CPR (or willingness to obtain)
- willingness to take training pertaining to the position

## Amendments

This job description accurately reflects the present position, and may be reviewed and amended on a regular basis. Significant changes will be made following appropriate consultation.