



First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

COMPETITION #: 9130-26-103-07

Positions: **EVENTS COORDINATOR**

Department: Executive

Location: Government House, Mayo, Yukon

Status: Indeterminate

Hours: 75 Hours Bi-Weekly Regular

Posting Date: August 5, 2026

Closing Date: UNTIL FILLED

Job Description: <https://www.nndfn.com>

THE OPPORTUNITY

This is an opportunity to plan, coordinate and deliver FNNND organizational events, departmental events and special events. You will develop annual event calendars and event-specific workplans, manage event logistics and communications, and support Departments with event planning and delivery. Coordinating 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 including tracking event budgets, post-event summaries and coordinates with vendors, contractors and service providers, as required.

THE PERSON

You are a good communicator who is organized with effective administration skills and like to event plan, coordinate and deliver in support of organizational priorities. You work independently and in a team in managing work priorities, coordinate multiple events and address logistical issues as they arise and always ensure traditional values and culture are met while performing duties.

QUALIFICATIONS

You have Grade 12 or GED Equivalent and/ or willing to train toward a certificate/ diploma in Office Administration or the equivalent in experience and relevant training in clerical administrative duties. You are knowledgeable of administrative procedures and knowledge of FNNND history, culture, language, demographics, socio-economic issues, goals and aspirations is an asset.

ANNUAL SALARY RANGE: \$ 68, 309.00 - \$ 89, 973.00 Annually [\$ 35.03 - \$ 46.14 /hr]

The FNNND offers a competitive benefits package including shared pension contributions, extended health, and dental plan.

If you are interested in this opportunity, please send cover letter and resume to:

Ronalda Moses
Human Resources Adviser
First Nation of Na-Cho Nyäk Dun
Box 220, Mayo, Yukon Y0B 1M0
E-mail: hr@nndfn.com
Phone: 867-996-2265 ext. 203

Please note: In order for your application to be considered you must be a permanent resident of Canada. Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens. Although we thank all those who apply only those selected for further consideration will be contacted.