

JOB POSTING

JOB TITLE	Event Coordinator
JOB LOCATION	Virtual + in-person during event
REPORTS TO	Executive Director and Chair of Planning Committee
SUPERVISES	none
TERM	Immediately to August 15, 2025
CONTRIBUTION AGREEMENT FUNDED	Yes
COMPENSATION	Total contract hours: up to 825; based on average of 37.5hrs weekly and annual rate of \$80,000 CAD Benefits not included Contractor vs employee negotiable
REQUIREMENTS	Access to computer Internet connection

POSITION RATIONALE

Gwich'in Council International, in collaboration with member governments, is working to design, contribute to, and deliver a nation-wide Language Symposium in Inuvik, Northwest Territories June 24-28, 2025. There is growing work and initiatives tied to language preservation and revitalization led by Gwich'in governments, organizations, and individuals. This Symposium aims to bring people together for discussion, learning, sharing, and guiding future collaborative actions to strengthen language revitalization across the Gwich'in Nation. A Planning Committee has been established to guide the Symposium.

POSITION SUMMARY

The Event Coordinator will undertake all tasks related to the planning and delivery of the Gwich'in Nation Language Symposium (GNLS), under the guidance of the Planning Committee.

ACTIVITIES & DELIVERABLES

- Coordinate and provide logistical, research, and operational support to the Planning Committee.
- Work with contractors and vendors for the successful delivery of the Symposium, including catering, technical support, interpreters, accommodations, venue, and travel.
- Document and organize the correspondence, receipts, and applications.
- Support and manage delegate inquiries, including facilitating reimbursements for claims.
- Written report following the Symposium detailing the event, lessons learned, and recommendations for future.
- Be on-site in Inuvik, NT for entirety of the GNLS, and days before and after to ensure the successful delivery and wrap up of the Symposium.

DESIRED SKILLS AND CAPABILITIES

- You have experience as an **event coordinator** and taking leadership roles in events and/or conferences.
- You are a **lifelong learner**, able to take initiative and ask questions, and you are innovative, creative, and open to new approaches to problem solving.

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- You are a **good communicator** and able to describe ideas, information, and learnings through words, visuals, and multimedia formats.
- You are **committed to Gwich'in values** of respect, honor, love, kindness, laughter, strength, teaching, stories, dance/song, spirituality, sharing and caring, and honesty and fairness, as well as to the values of Gwich'in Council International:
 - Strength of working collaboratively as a Gwich'in Nation across boundaries, as well as with other Indigenous peoples throughout the Circumpolar Arctic;
 - Value of working through international fora like the Arctic Council to address factors occurring beyond our territory that impact us; and
 - Importance of Indigenous voices in governance at the local, national, and international level, as an articulation of our rights.
- You **take pride in your work** and bring your best self to what you commit to. You work well independently as well as in a team, and lift others up.
- You are **entrepreneurial-minded**, and have interest and/or experience in developing something from a concept and seeing it through to implementation/delivery, even if all of the guideposts aren't in place.
- You are excited to **think through different possibilities** and scenarios and all of the implications, but you can also evaluate the best one and plan accordingly.
- You are **aware and concerned** about language preservation and revitalization issues facing the Gwich'in Nation, and you want to contribute your skills and talents to advancing the Nation.

ADDITIONAL REQUIREMENTS

If you are the successful applicant, you will be required to:

- Submit biweekly timesheets, learning logs and reflections (template provided)
- Participate in a virtual orientation to Gwich'in Council International
- Participate in, and actively contribute to, biweekly meetings of the Planning Committee, and additional meetings as required.
- Attend the Symposium in person in Inuvik, NT
- Represent GCI as a professional organization when conducting conversations, research, and outreach.

ABOUT GWICH'IN COUNCIL INTERNATIONAL

Gwich'in Council International (GCI) represents 9,000 Gwich'in in the Northwest Territories (NWT), Yukon, and Alaska as a Permanent Participant in the Arctic Council; the only international organization where Indigenous peoples have a seat at the decision-making table alongside national governments. GCI supports Gwich'in by amplifying our voice on sustainable development and the environment at the international level to support resilient and healthy communities.

GCI is governed by a volunteer Board of Directors and has one full-time staff member based in Yellowknife, Canada. The work of GCI is in service to Gwich'in communities.

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HOW TO APPLY

Please apply by sending your CV and cover letter detailing how you meet the desired skills and capabilities to gci.executivedirector@gmail.com. We will be doing an initial review of applications the week of March 17th but the posting will remain open until filled. We thank all applicants, however will only be contacting those who are successful for interviews.

PREFERNCE

Gwich'in Council International encourages you to indicate if you belong to one of the designated groups, when you apply for this position:

- Gwich'in beneficiaries;
- Indigenous applicants; and/or
- Residents of Yukon, Northwest Territories, or Alaska.