



Hide Tanning and Language Camp Coordinator Job Opportunity

Position: Hide Tanning and Language Camp Coordinator
Department: Language Department
Supervisor: Language Department Director
Type: Full-time; temporary – **End of August until the end of September**
Location: Watson Lake, YT
Salary: Salary is dependent upon experience and qualifications
Closing Date: Open until filled

Reporting to the Language Department Director, the Coordinator is a highly motivated, mature individual with strong project management and communications skills. The Coordinator is responsible for the coordination, planning, and reporting of Liard First Nation (LFN) Hide Tanning and Language Camp.

Main Duties

- Provide support in the development, running, and tracking of the Hide Tanning and Language Camp.
- Act as primary liaison with suppliers and vendors - ensure all event requirements are communicated and executed, as necessary.
- Develop event critical path - outline and allocate all activities required to ensure successful execution of event.
- Perform support activities as appropriate such as arranging signage, coordinating event related communication materials, updating event details on social media platforms and website, as needed.
- Provide onsite logistic event support and supervision including set up, onsite execution, and tear down.
- Follow up and confirm event details with participants, guests, and partners
- Plan and oversee all service providers and contractors for the event.
- Collaborate with departments to ensure consistency and appropriate protocols are followed.
- Be the point person for event partners/participants and respond to phone calls, inquiries, requests, etc. as needed.
- Attend event planning meetings leading up to event days, ensure appropriate distribution of information across key cross-functional teams.
- Work within and maintain event budgets.
- Arrange transportation for Elders and others who need it to and from the camp.
- Submit and arrange honorarium for Elders who attend events.
- Other duties as required by the Language Department Director.

Mandatory Qualifications

Education:

- High School diploma or equivalent. If no formal schooling, experience in event coordination can be equivalent.

Experience:

- Experience in event planning or coordination.
- Experience supervising staff.

Conditions of Employment:

- Valid First Aid and CPR preferred
- Must have reliable transportation to travel between locations independently
- Must have a working phone

To Apply

Please submit a resume to the LFN's Language Office or email language@liardfirstnation.ca. Preference will be given to Kaska members who meet the minimum requirements.

Thank you to all who apply, however, only those selected for an interview will be contacted.

Sógá sínlá'