



Selkirk First Nation

P.O. Box 40, Pelly Crossing, Yukon Territory Y0B 1P0
Phone: (867) 537-3331 Fax: (867) 537-3902



Employment Opportunity

Position: May Gathering Coordinator
Salary: \$32.00/hr
Status: Casual
Closing Date: May 10th, 2021

Job Summary

The May Gathering Coordinator will be responsible in reporting to the Selkirk First Nation Heritage Manager. This position requires a proficient self-motivate individual that is required to be polite, helpful, and knowledgeable of the Northern Tutchone culture.

Main duties

- The successful candidate must be always available. Must expect to be the last one out the door at the end of the day
- Assist in the hiring of workers for the May Gathering
- Set up GA Site at location of the event; kitchen, meeting area, wall tents, etc.
- Supervision of all employees on site
- Making sure that the site is well maintained and clean throughout the entire duration of the gathering; especially maintain COVID regulations throughout the three days of the meeting.
- Making sure that every item on the agenda happens in the order that was planned, this might include more coordination for entertainment that is scheduled
- Preparing the grocery list with the cook for up to 200 people and formulating a menu
- Attends to any emergency provisions
- Act as a respondent to any conflicts that may arise within a staff setting
- Arranging staff meetings to gather feedback and recommendations
- Making sure that there is enough supplies and equipment throughout the whole three days
- Coordinate tables, chairs, decorations, meat donations
- Responsible for the cleanup of grounds and Link Building and returning of all items to original locations
- Complete a report for any changes that will create a better organized May Gathering in the future

Technical Skills and Abilities:

- Trustworthy to work unsupervised
- Good budgeting skills
- Works well as a team

Conditions of Employment

- Oath of Confidentiality
- Oath of Intoxicant
- Driver's License and own vehicle; OR on SFN Driver's List

For additional information contact

Teri-Lee Isaac, Heritage Manager

At (867) 537-3331 ext. 606

And submit resume to Human Resources at humanresources@selkirkfn.com