

POSITION PROFILE

Intergovernmental Coordinator	
Dept: Executive	Reports To: Executive Director
Staff: None	Revision Date: May 2026
PURPOSE	
<p>The Intergovernmental Coordinator provides administrative and coordination support to Chief & Council, the Executive Director and other Departments to advance the priorities and objectives of the Vuntut Gwitchin First Nation (VGFN). Coordinates and implements political and technical strategies to support participation with other First Nations governments and organizations, advocacy with Federal and Territorial levels of government. This position also supports other key national and territorial initiatives for the VGFN in alignment with leadership direction and Van Tat Gwich'in values.</p>	
KEY PERFORMANCE AREAS	
<ol style="list-style-type: none"> 1. Intergovernmental Relations – Coordinates and facilitates meetings with federal, territorial and First Nations governments and organizations, including logistics, agenda development and preparation of briefing materials and supporting documentation. Monitors and analyzes legislative, regulatory and policy developments and initiatives. Works collaboratively across Departments to gather required input, conduct analysis and support development of a coordinated position on behalf of VGFN. Ensures materials are clear, articulate and aligned with advancing VGFN's priorities and working with Executive Director and Senior Negotiator to confirm participation at required committees and tables. 2. Administrative Support – Provides high-level administrative, strategic and coordination support to Chief & Council, the Executive Director and Departments, as appropriate on intergovernmental matters. 3. Operations – Supports the planning and delivery of key community and intergovernmental events, including Vadzaih Choo Drin (Caribou Days), the Biennial Gwich'in Gathering, General Assembly and other events led by Chief & Council or the Executive. Provides guidance to align events with VGFN priorities and provide opportunities to strengthen relationships with government partners including coordination of their participation. 4. Communications and Stakeholder Engagement – Supports the development of formal communications with federal, territorial and First Nation governments and organizations, in collaboration with the Executive. Works closely with Communications staff and external service providers, as may be required, to develop clear and consistent messaging to inform Citizens of intergovernmental matters and initiatives. Supports required information flow between leadership, Departments and external partners to ensure alignment and timely dissemination of information. 5. Financial – Assists in the development, monitoring and tracking of budgets related to intergovernmental initiatives and special projects. 6. File Management – Maintains organized financial and contract records to support auditing or reporting processes as may be required for intergovernmental initiatives. Ensures maintenance and confidentiality of the records management system for the VGFN. 	

ACCOUNTABILITY & IMPACT	
<ul style="list-style-type: none"> • A trusting and productive relationship exists with employees, management, Chief and Council, and external contacts such as Yukon First Nations and the Federal and Territorial government. • VGFN operations comply with the VGFN Constitution, Governance Act, Final Implementation Plan, Self-Government Agreement and other VGFN legislation and administrative policies. • Council and the Executive Director are supported to participate effectively in intergovernmental initiatives by ensuring access to accurate, timely and relevant information for decision-making. • VGFN Citizens are kept informed of intergovernmental initiatives and are provided with opportunities to engage. • The VGFN Standards of Conduct are modelled and promoted. 	
FINANCIAL CONTROL	
Annual budget under direct control of this position:	<ul style="list-style-type: none"> • N/A
Other responsibilities & influences:	<ul style="list-style-type: none"> • Monitors implementation and recommends changes and revisions to VGFN policies and procedures as required.
WORKING CONDITIONS	
Environment:	Work is in a normal office environment where there are few undesirable conditions. Many situations are confidential and require sensitivity, cultural competence and compassion.
Physical:	Normal
Hazards/equipment:	None
Travel:	<ul style="list-style-type: none"> • Frequent travel between Old Crow and Whitehorse, occasional travel out of Yukon and Canada. • Working outside of regular working hours. • Mandatory attendance at General Assemblies.
<p><i>This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.</i></p>	

POSITION COMPETENCY PROFILE

Knowledge & Experience	<ul style="list-style-type: none"> • Degree in political science, Indigenous governance/studies, public administration or a related field is preferred. • At least three (3) to five (5) years of relevant experience working in policy, intergovernmental relations or in the provision of political or strategic advice to senior or elected officials. • Proficiency in Microsoft Office (Word, Excel, PowerPoint, OneNote and Outlook) products, Adobe and records management systems. • Experience in researching, drafting and editing briefings and correspondence. • Ability to conduct electronic/virtual meetings with internal and external stakeholders. • Knowledge of Vuntut Gwitchin Final and Self-Government Agreements and/or modern treaties in Canada is an asset.
Behavioral Competencies	<ul style="list-style-type: none"> • Time management and organizational skills • Analytical and coordination skills • Interpersonal skills with the ability to develop cooperative, professional and collaborative relationships with external parties • Team player • Effective verbal and written communications • Respect and Integrity • Flexibility and willingness to adjust to changing priorities • Discretion and confidentiality • Attention to detail
Conditions of Employment	<ul style="list-style-type: none"> • RCMP Criminal Records Check