

POSITION PROFILE

Caribou Coordinator	
Dept: Executive	Reports To: Executive Director
Staff: None	Revision Date: May 2026
PURPOSE	
<p>The Caribou Coordinator is a part-time position providing administrative and coordination support to Chief & Council, the Executive Director and other Departments to implement political and technical strategies to support the protection of the Porcupine Caribou herd and its habitat. This position also supports other matters affecting the Gwich'in Nation as a whole 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. Vadzaih (Caribou) Advocacy – Leads the planning, coordination and implementation of advocacy initiatives to support the protection of Vadzaih (Porcupine Caribou). Builds and sustains collaborative relationships with Non-Governmental Organizations (NGOs), Indigenous governments and federal, territorial and international partners. Monitors current developments, research and policy changes that may impact Vadzaih and integrates this information into strategies and workplans. Supports public education and awareness to promote understanding of the importance of Vadzaih to the Van Tat Gwich'in. Coordinates information sharing amongst technical working group of the Parties of Porcupine Caribou Management Agreement in support of eliciting engagement. 2. Administrative Support – Provides high-level administrative and coordination support to Chief & Council, the Executive Director and Departments, as appropriate on advocacy initiatives for the Porcupine Caribou including technical support for VGFN representatives on the Gwich'in Steering Committee. 3. Operations – Supports the planning and delivery of key events, including Vadzaih Choo Drin (Caribou Days) and the Biennial Gwich'in Gathering and reports at and participates in the General Assembly. 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 Vadzaih matters and initiatives. 5. Financial – Assists in the development, monitoring and tracking of budgets related to Vadzaih advocacy initiatives and special projects and seeks external funding. 6. File Management – Maintains organized financial and contract records to support auditing or reporting processes as may be required. Ensures maintenance and confidentiality of the records management system for the VGFN. 	

ACCOUNTABILITY & IMPACT	
<ul style="list-style-type: none"> • VGFN maintains a leadership role in protecting Vadzaih and its habitat. • VGFN Citizens are kept informed of Vadzaih advocacy initiatives and are provided with opportunities to engage. • 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 Vadzaih advocacy initiatives by ensuring access to accurate, timely and relevant information for decision-making. • VGFN and its representatives are properly supported through their participation in external agencies such as the Gwich'in Steering Committee. • 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"> • Occasional travel between Old Crow and Whitehorse and 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, environmental studies or a related field is preferred. • Proficiency in Microsoft Office (Word, Excel, PowerPoint, OneNote and Outlook) products, Adobe and records management systems. • Intimate knowledge of Gwich'in values and harvesting and cultural practices. • 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 • Attention to detail
Conditions of Employment	<ul style="list-style-type: none"> • RCMP Criminal Records Check