



KWANLIN DÜN
CULTURAL CENTRE

Job Posting

Events Coordinator/Receptionist
Kwanlin Dün Cultural Centre
Whitehorse, Yukon
Full-Time, Permanent
\$25–\$29 per hour, depending on experience

Kwanlin Dün First Nation (KDFN) hiring policy is in effect. Please self-identify
Cutoff Date for application: August 1, 2026

We are hiring!

The Kwanlin Dün Cultural Centre is hiring for an outgoing, friendly, reliable, and people-oriented Events Coordinator/Receptionist to support the Events manager in daily operations, office administration, guest services, and event coordination at KDCC. This public-facing role is the first point of contact for visitors, clients, community members, employees, and guests, and plays an important part in creating a warm, respectful, professional, and welcoming experience for everyone who enters the facility.

Who are you and why should you apply?

This is a great fit for someone who loves variety, connection, and being part of a busy, welcoming space. In this role, you will coordinate event lifecycle rentals, client communications, reception services, administrative tasks, are reliable and punctual. You will have a mix of routine while also having different variations to each day, you will be gathering client details for an event, finalizing a client contract, greeting visitors at the front desk, coordinating administrative tasks with colleagues, or doing a client walkthrough of the event spaces

While this is not an entry-level position, is it a fantastic opportunity to bring your existing skills into a meaningful, people-focused role, while continuing to grow towards your future goals. You will build valuable experience and connections in events, hospitality, Kwanlin Dün community, client services, administration, retail knowledge and cultural center operations. While working in the events department you also work alongside all departments at the KDCC and connect with a wide range of clients, visitors, community members, and partners. If you are organized computer savvy, customer focused, solution-focused, understands the responsibility and ownership of your events and projects and you enjoy supporting others in kindness, patience, professionalism and displaying authentic hospitality, this role can offer you a strong next step in your career path!



Key Responsibilities

- Support the Events Manager with event coordination, rentals, administrative duties, daily operational tasks and other duties as required.
- Be the first point of contact into the center and greet and assist visitors, clients, employees, colleagues, community members, and guests with warmth, respect, and professionalism.
- Coordinate KDCC space rentals, including client communication, meetings, viewings, event orders, agreements, invoices, deposits, and follow-up documents.
- Respond to inquiries by phone, email, and in person in a professional, timely, helpful, and welcoming manner.
- Support, retail, visitor information, office administration, lost and found, mail sorting, office supplies, and other front desk responsibilities.
- Take a proactive approach to learning about Kwanlin Dün culture, history, values, and protocols, and share appropriate information with visitors when applicable.

Qualifications and Skills

- 2 + years' experience in hospitality, events, tourism, reception/administration, customer service, or a related field is considered an asset.
- Proven track record for punctuality and attendance.
- Strong interpersonal, verbal, and written communication skills, with the ability to work respectfully with people from diverse backgrounds, cultures, and life experiences.
- Friendly, outgoing, kind, approachable, adaptable, and people-oriented, with a genuine interest in helping others and displays hospitality towards others.
- Strong organizational, time management, prioritization, and attention-to-detail skills.
- Ability to remain calm, patient, professional, and solution-focused in a busy, changing, and public-facing environment.
- Proficiency with Microsoft Office Suite, Outlook, Teams, SharePoint, Copilot, MacOS, and general technology.
- Willingness to learn, respect, and embrace Kwanlin Dün history, culture, language, values, and protocols. Previous knowledge is considered an asset.
- Fluency in English is required; additional languages are considered an asset.
- Ability to lift up to 50 lbs. when required.
- Working cell phone and access to internet off site
- Valid Class 5 Driver's License and reliable transportation, or ability to meet transportation requirements of the role.



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Hours, Compensation, and Benefits

- Full-time, permanent position, pending successful completion of a six-month probationary period.
- Hourly wage of \$25–\$29 per hour, depending on experience.
- Regular schedule is Tuesday to Saturday, 9:00 a.m. to 5:00 p.m., with a 30-minute unpaid break, for a total of 37.5 hours per week. Schedule may vary depending on operational needs.
- Benefits include paid vacation, paid sick leave, bereavement leave, and health benefits following successful completion of the probationary period.

How to Apply

To apply, please submit by email your resume and cover letter to Danette Skakun, Events Manager. events@kdcc.ca Applications will be reviewed as received. We thank all applicants for their interest; however, only those selected for an interview will be contacted. Kwanlin Dün First Nation (KDFN) hiring policy is in effect. Please self-identify