



# VUNTUT GWITCHIN Government

Government of Vuntut Gwitchin First Nation

Human resources department

P.O. Box 94,  
Old Crow, Yukon  
Y0B 1N0

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## EMPLOYMENT OPPORTUNITY

### GENERAL ASSEMBLY (G.A.) COORDINATOR

#### **Objective:**

The G.A. Coordinator will be responsible for the coordination of the 2013 Vuntut Gwitchin First Nation General Assembly to be held at Tlokut on August 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>, 2013.

#### **Qualifications:**

Proven experience in general administration, organizing, written and oral communication, supervising, multi-tasking, basic bookkeeping and word processing. Knowledge of Vuntut Gwitchin protocols and practices is also required. Access to a home computer is desirable.

#### **Duties:**

- Arranging accommodations, travel, site preparation and cleanup, food preparation, youth activities, transportation to site
- Hiring and supervising workers
- Administering funds through established procedures
- Other related duties

**Wage: \$3,900 (subject to Revenue Canada deductions)**

**Closing Date: Monday, June 09, 2014 @ 4pm**

Please send your resumes to:

HR Manager  
Box 94, Old Crow, YT Y0B 1N0  
Ph: (867) 966-3261 ext. 256  
Fax: (867) 966-3800  
Email: hrd@vgfn.net

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