



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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Fax: (867)966-3800
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EMPLOYMENT OPPORTUNITY

GENERAL ASSEMBLY (G.A.) COORDINATOR

Objective:

The G.A. Coordinator will be responsible for the coordination of the 2015 Vuntut Gwitchin First Nation General Assembly to be held at Tlokut on August 6– 8, 2015.

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 29, 2015 @ 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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