

# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

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## HUMAN RESOURCES DEPARTMENT

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

Phone: (867)966-3261  
Fax: (867)966-3800  
Web: [www.vgfn.ca](http://www.vgfn.ca)

## EMPLOYMENT OPPORTUNITY ARCHIVAL ASSISTANT

### Summary:

Reporting to the Heritage Manager, this position is responsible for digitization of oral history audio interviews.

**This is a short term position for 7-8 weeks starting in July 2018.**

### Duties:

- Review procedure for digitizing oral history records and test equipment
- Digitize oral history records

### Qualifications:

- Knowledge of digital equipment or willingness to learn
- Ability to follow concise directions
- Ability to exercise independent judgment to work independently and meet project schedules.

**Closing Date: Friday June 29<sup>th</sup>, 2018 at 4:00 PM**

### Please send your cover letter and resume to:

Malinda Bruce  
Human Resources Manager  
Vuntut Gwitchin Government  
(867) 966-3261 Ext. 256  
[hrd@vgfn.net](mailto:hrd@vgfn.net)

For more details contact:

Megan Williams  
John Tizya Centre  
Vuntut Gwitchin Government  
(867)966-3261 ext. 270  
[mwilliams@vgfn.net](mailto:mwilliams@vgfn.net)

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