



VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

HUMAN RESOURCES DEPARTMENT

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

Phone: (867)966-3261
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Email: hrd@vgfn.net

EMPLOYMENT OPPORTUNITY

CARIBOU COORDINATOR

Executive Office

Employment Type: Full-time 1-year Term

Salary: \$73,489.00 - \$88,190.00

Position Location: Old Crow, Yukon

Reporting to the Executive Director and working closely with the Natural Resources Standing Committee, the incumbent will coordinate political and technical working groups in a communications effort to bring about greater understanding of the Vuntut Gwitchin culture and way of life in an overall effort to ultimately protect and preserve the Arctic National Wildlife Refuge. This position will plan, coordinate, and ensure a variety of strategies, networks and functions in partnership with NGO's and public government toward the goals of educating the general public about the importance of the Porcupine Caribou Herd to the Vuntut Gwitchin cultural way of life. This position is also responsible for handling the administrative functions for the various working groups, departmental staff, and liaising with federal, territorial and NGO partners related to the Porcupine Caribou file both within Canada and the U.S.

Education and Experience:

Diploma or Degree (BA/BSe) in Communications, political sciences, strategic planning or project management

3 – 5 years equivalency in related field (combination of skills and experience an asset)

Knowledge of strategic planning, program and project management and event planning would be considered an asset;

Knowledge of office administration functions;

Condition of Employment:

Willingness to travel and work flexible schedule that involves evenings and weekends;

Ability to walk to 20 – 30 minutes to work in extreme weather conditions;

Incumbent must be willing to follow established VGG policies and procedures;

Copies of Job Description can be obtained from the Human Resources Manager. Contact Info below.

VGG Human Resources Policy will apply.

We thank all those who apply but only those selected for further consideration will be contacted.

Application deadline: February 14, 2019 at 4:00 pm

Send cover letter and resume to:

Human Resource Manager
Vuntut Gwitchin First Nation
Fax: (867) 966-3008
Phone: (867) 966-3261 ext. 256
Email: hrman@vgfn.net

Posted: January 24, 2019