



EMPLOYMENT OPPORTUNITY

Christmas Events Coordinator

The Job:

The Christmas Events Coordinator will be responsible for the coordination and administration of the 2016 Annual Vuntut Gwitchin First Nation Christmas Celebrations to be held in Old Crow December 2016. Planning for events to start in early December 2016 and actual delivery will be from approximately December 19, 2016 to January 1, 2017.

The Candidate:

The ideal candidate will have proven experience in general administration, organizing activities, written and oral communication, supervising, multi-tasking, basic bookkeeping and word processing, and be willing to work as part of a team. Knowledge of Vuntut Gwitchin protocols and practices is also required. Access to a home computer is desirable. Candidates will be required to submit a sample program of possible events.

Wages: \$4,500 with payroll deductions.

Closing Date: Monday, November 28, 2016 @ 4:00 p.m.

Please submit resumes that include cover letter with related experience of position to:

Brenda Frost
Manager, Human Resources
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Phone: (867)966-3261 ext. 256
Fax: (867)966-3800
Email: hrd@vgfn.net

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