



**VUNTUT GWITCHIN FIRST NATION  
HUMAN RESOURCE DEPARTMENT**

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P.O. BOX 94  
OLD CROW, YUKON  
CANADA  
Y0B 1N0

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**.EMPLOYMENT OPPORTUNITY  
EVENTS COORDINATOR-1  
EVENTS COORDINATOR ASSISTANT-1**

**Objective:**

The Events Coordinator and Events Coordinator Assistant will be responsible for the coordination and administration of the 2005 Annual Vuntut Gwitchin First Nation Christmas Celebrations to be held in Old Crow from December 2<sup>nd</sup>, 2005-January 2<sup>nd</sup>, 2006

**Qualifications:**

Proven experience in general administration, organizing, 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.

**Duties:**

- Develop recreational programming for Christmas & New Year Holidays.
- Order materials and supplies
- Arrange transportation where required.
- Supervise workers and/or volunteers.
- Administer fundraising activities
- Other related duties

**Duration: December 2<sup>nd</sup>, 2005-January 2<sup>nd</sup>, 2006-As Per Schedule**

**Wages: To be determined (Part-time, Flexible Schedule)**

**Closing Date: November 25<sup>th</sup>, 2005 @ 4pm**

Please send your resumes to:

Cheryl Itsi-Charlie  
Human Resources Director  
Vuntut Gwitchin Government  
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