



VUNTUT GWITCHIN FIRST NATION
HUMAN RESOURCE DEPARTMENT

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

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EMPLOYMENT OPPORTUNITY

EVENTS COORDINATOR-2

Objective:

The Events Coordinator and Events Coordinator Assistant will be responsible for the coordination and administration of the 2008 Annual Vuntut Gwitchin First Nation Christmas Celebrations to be held in Whitehorse on December 2008.

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:

- Schedule conference rooms, caterers
- Arrange transportation to Christmas Party where required.
- Supervising workers and/or volunteers
- Administering funds
- Other related duties

Closing Date: November 21st, 2008 @ 4pm

Please send your letter of interest outlining your experience & qualifications to:

Human Resources Department
Vuntut Gwitchin Government
Box 94 Old Crow, Yukon Y0B 1N0
Phone(867)966-3261, ext. 258
Fax(867)966-3800
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