



VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

FINANCE AND HUMAN RESOURCES DEPARTMENT

P.O. Box 94,
Old Crow, Yukon
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EMPLOYMENT OPPORTUNITY **Spring Carnival Coordinator – 1** **Assistant - 1**

The Job:

The Coordinator and Assistant will be responsible for the coordination and administration of the Annual Spring Carnival. The delivery of events will be from March 30 – April 2, 2018.

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: Coordinator \$1200
 Assistant \$900

Closing Date: March 1, 2018 at 4:00 PM

Please submit cover letter and resume to:

Malinda Bruce
Human Resource Manager
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
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