



# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

## FINANCE AND HUMAN RESOURCES DEPARTMENT

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

Phone: (867)966-3261  
Fax: (867)966-3800  
Email: hrd@vgfn.net

## 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: January 30, 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  
Phone: (867) 966-3261 ext. 256  
Fax: (867) 966-3800  
Email: hrd@vgfn.net

Posted: January 16, 2018