



# 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: February 14, 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  
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