



# 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

### **The Job:**

The Coordinator will be responsible for the coordination and administration of the Annual Spring Carnival. Planning for the events to start March 14th, and actual delivery will be from March 25 -28, 2016

### **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 \$2,100 with payroll deductions**

Closing Date: March 7, 2016

Please submit expression of interest to:

Human Resources Manager  
Vuntut Gwitchin Government  
Box 94, Old Crow, YT Y0B 1N0  
Phone: (867)966-3261, ext. 256  
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Posted: February 22, 2016