

VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

HUMAN RESOURCES DEPARTMENT



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

Phone: (867)966-3261
Fax: (867)966-3800
Web: www.vgfn.ca

EMPLOYMENT OPPORTUNITY

Events Coordinator and Planner

The Job

Working as a team member in Vuntut Gwitchin Government, this position plans, coordinates and delivers a variety of positive/exciting community and VGG celebrations, meetings, conferences and other activities throughout the year. This position is also responsible for handling staff functions and larger VGG events as well as liaising with community, public government and NGO partners. The incumbent will be responsible for managing all events and keeping secure all assets for events and meetings.

Qualifications

- Certificate or Degree in Events Planning or equivalent
- Knowledge of budgeting and book keeping
- Knowledge of program and event planning
- Knowledge of basic office functions

Pay Range: \$71,978 - \$86,384 per annum plus an excellent benefit package

This is a full-time term position based on 65 hours bi-weekly. (6.5 hour workday 9:00 a.m. to 12:00 p.m. & 1:00 to 4:30 p.m.)

A detailed job description is available at: <http://www.vgfn.ca/employment>

Closing Date: March 27, 2018 at 4 p.m. We thank all applicants but only short listed candidates will be contacted.

Please submit cover letter and resume that include job experience related to position 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

While qualified VGFN citizens will be given preference, all interested and qualified individuals are encouraged to apply.

Posted: March 13, 2018