



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
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EMPLOYMENT OPPORTUNITY

ENROLMENT/STATISTICIAN OFFICER

Executive Office

Employment Type: Full-time Term - 1 year

Salary: \$73,489.00 - \$88,190.00

Location: Old Crow, Yukon

Under the direction of the Executive Director the Enrolment/Statistician Officer will administer enrolment applications for the Vuntut Gwitchin First Nation and collect and analyze a wide variety of statistical data. The incumbent will record information and keep it current by developing and updating a database system for such duties. The position is required to provide periodic reports to management and leadership. The incumbent will refer applications to the Yukon Enrolment Commission, for those who might be eligible to register with another Yukon/NWT First Nation.

Education and Experience:

Bachelor's degree (BA) in mathematics and statistics or equivalent experience in the field of statistics;

Knowledge of VG social structure, traditions, language and cultural values;

Knowledge of Federal and Territorial government programs, regulations and procedures that pertain to enrolment;

Knowledge of Jay Treaty guidelines;

Knowledge of the agreements, FNFA, SGA, UFA, VGFN Final & SGA;

Condition of Employment:

Mandatory confidentiality is required of this position;

Ability to walk 20 -30 minutes to work in extreme weather conditions;

Attendance at the Annual VGG General Assemblies is a requirement of the position;

Copies of the Job Description can be obtained from the Human Resources Manager. Contact info below.

VGG Human Resources Policy will apply.

We thank all those who apply but only those selected for further consideration will be contacted.

Application deadline: December 28, 2018

Send Applications and/or resumes to:

Human Resource Manager
Vuntut Gwitchin First Nations
Fax: (867) 966-3008
Phone: (867) 966-3261, ext. 256
Email: hrman@vgfn.net