



VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

HUMAN RESOURCES DEPARTMENT

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

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EMPLOYMENT OPPORTUNITY PSE/ASETS COORDINATOR OLD CROW Ref# 20-16-0821

The Opportunity

Reporting to the Director of Education you will be responsible for administering the Aboriginal Skills Employment Training Strategy (ASETS) Sub agreement with CYFN and the VGG Post-Secondary funding Programs. This includes following policies and operational plans for training development, marketing program and projects, budget management, contract for maintenance, working closely with the administrator (CYFN) by maintaining liaison with business, organizations, Federal, Territorial and private sectors to create training and employment opportunities for VGG citizens & First Nation Members. You will also plan events such as career fairs and other education related projects.

Education and Experience

We are looking for someone who has a certificate in Business Administration along with three years of experience in a similar position preferably within a First Nations organization. The ability to communicate effectively both orally and in writing is necessary. The job requires prior experience in event planning and related budget management. Proficiency in the use of MS Office and related computer programs will enhance your success in this position.

A successful Vulnerable Sector Criminal Records Check is required along with a current Food Safe Certificate issued by the Yukon Government.

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

Employment Status: Indeterminate

Salary: \$70,606.00 - \$84,720.00 This includes a Remote living allowance of \$8200.00 per year.

Hourly Wage: \$41.78 per hour

Posting Date: August 16,2021

Closing Date: Ongoing

Send Resume and Cover Letter to:

Crystal Linklater
Human Resources Manager
Box 94, Old Crow, Yukon Y0B 1N0
Phone: (867) 966-3261 ext. 256
Fax: (867) 966-3800
Email: jobs@vgfn.net

Qualified VGFN citizens will be given preference. While we thank all those who apply, only those who are selected for an interview will be contacted.