

PROJECT MANAGER

Posting date: February 22, 2024
Closing date: Open until filled
Location: Old Crow, Yukon

Status: Full-time
Department: Executive Office
Reports to: Executive Director

About the Position:

The Project Manager provides support to the Executive Director on administrative and operational projects, and strategic priorities. The Manager facilitates and coordinates communication and procedural flow from staff, consultants, outside agencies and governments, Citizens and community residents, and Chief and Council and, as assigned, proactively coordinates resources and work activities to achieve successful outcomes.

Desired Qualifications:

- Diploma in office administration, or a combination of equivalent experience and training.
- Experience providing project support to executives.
- Experience coordinating logistics for meetings or events.
- Experience managing hard copy and electronic records in a manner that supports work processes.
- Proficiency in Microsoft Office.

Our Mission

Our mission is to promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship, and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.

Supporting you along the way

We believe that a rewarding career is not only good for our employees, but it also leads to better outcomes for our Citizens, clients, workplace and the community. That's why we are committed to providing you with a competitive salary, health benefits, and a retirement plan. Beyond compensation, you will have the opportunity to make meaningful connections and work on initiatives that make a real difference in people's lives.

To Apply:

- For job details and/or to submit your application, email Human Resources at jobs@vgg.ca
- You can also drop by the Vuntut Gwitchin Government Administration Building in Old Crow and ask to speak to the Human Resources Manager.

Priority will be given to citizens of the Vuntut Gwitchin First Nation.

While we appreciate all applications, only those selected for further consideration will be contacted.