

# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

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CHIEF AND COUNCIL

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

Phone: (867)966-3261  
Fax: (867)966-3116  
Web: www.vgfn.ca

## EMPLOYMENT OPPORTUNITY Special General Assembly Coordinator

### Objective:

The Special General Assembly Coordinator will be responsible for the coordination of the Vuntut Gwitchin First Nation Special General Assembly to be held on November 23-25, 2017.

### Qualifications:

Proven experience in general administration, organizing, written and oral communication, supervising, multi-tasking, basic book keeping and word processing. Knowledge of Vuntut Gwitchin protocols and practices is also required. Access to a home computer is desirable.

### Duties:

- Arranging accommodations, travel, site preparation and cleanup, food preparation, youth activities, transportation to site
- Hiring and supervising workers
- Administering funds through established procedures
- Other related duties

**Wage:** \$3,900 (subject to Revenue Canada deductions)

**Closing date:** October 10, 2017 at 4:00 pm

Please send your cover letter and resume to:

Malinda Bruce  
Human Resources Manager  
Vuntut Gwitchin Government  
Box 94, Old Crow, YT Y0B 1N0  
Ph: (867) 966-3261 ext. 256  
Fax: (867) 966-3800  
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