

# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

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## HUMAN RESOURCES DEPARTMENT

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## EMPLOYMENT OPPORTUNITY ARCHIVAL ASSISTANT

### Summary:

Reporting to the Heritage Manager, this position is responsible for digitization of oral history audio interviews.

**This is a short-term position starting September 15 to November 15.**

### Duties:

- Review procedure for digitizing oral history records and test equipment
- Digitize oral history records, file audio cassettes and digital recordings

### Qualifications:

- Knowledge of digital equipment or willingness to learn
- Ability to follow concise directions
- Ability to exercise independent judgment to work independently and meet project schedules.

**Closing Date: September 11, 2019 at 4:00 PM**

**Please send your resumes to:**

Malinda Bruce  
Human Resource Manager  
Vuntut Gwitchin Government  
(867) 966-3261 Ext. 256  
[jobs@vgfn.net](mailto:jobs@vgfn.net)

For more details contact:

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