

# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation



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## HUMAN RESOURCES DEPARTMENT

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

Phone: (867)966-3261  
Fax: (867)966-3800  
Web: [www.vgfn.ca](http://www.vgfn.ca)

### **EMPLOYMENT OPPORTUNITIES [CASUAL, CONTRACT, ON-CALL]**

We are looking for people who wish to be employed on a Casual, short term contract or On-Call Basis. There are occasionally employment opportunities in the following areas:

- Administrative Assistants -- office administration, reception, minute taking etc.
- Receptionists: answering telephone, respond to inquiries, email, computer skills, etc.
- Mechanics-- equipment servicing
- Field Assistants, Camp Attendants, Trailbreakers. First Aid Certificate, Water Rescue, Boat Operator license are assets. FAC is essential if carrying firearms.
- Program Coordinators for special projects: (i.e. Gwitchin Gathering, General Assembly, etc) project management, communications, budget management skills, etc.
- Cooks: please indicate your food preferences or whether you like to cook for small or large groups. You must have a current Food Safe c
- Tradespersons: ideally possess trades certification; however, combinations of experience and training will be considered.

Most positions require demonstrated computer skills on Microsoft Office.

Please submit a resume along with a cover letter indicating your preferred positions.

Please describe your specific skills related to the position[s].

We are looking for people who are reliable, have good attendance records and can provide work references.

Some jobs may require a Criminal Record or Medical check.

The wage rates vary depending upon the position. You may apply as follows:

**Administrative Assistant  
Department of Human Resources  
Vuntut Gwitchin Government  
PO Box 94  
Old Crow, Yukon Y0B 1N0  
E-mail: [jobs@vgfn.net](mailto:jobs@vgfn.net)**

***Preference will be given to Vuntut Gwitchin Citizens.  
This will be an ongoing opportunity.***

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**VGG**

Government of VGFN