



CELC Whitehorse

(Community Education Liaison Coordinator)

Term position August 28, 2006 to June 29, 2007

Reporting to the Director, Education this position is located in Whitehorse to provide direct support to Old Crow students attending high school in Whitehorse, coordinate services and programs that assist the students, liaise with parents and guardians and school personnel, and maintain a CELC office at F.H. Collins High School in Whitehorse.

Qualifications:

- Diploma or degree in an academic field, or equivalence in experience and relevant training.
- Knowledge of high school environments, and the services and supports available in the public school system
- Knowledge of high school graduation requirements and school regulations such as attendance
- Knowledge of community resources available in Whitehorse for support and activities
- Knowledge of the educational priorities of the Vuntut Gwitchin First Nation
- Ability to analyze, problem solve and resolve conflicts
- Ability to work with minimal direction and supervision
- Ability to write proposals and reports
- Ability to develop and follow budgets and to organize activities and events
- Ability to coach, mentor and counsel students

Job description is available at www.vgfn.ca

Salary: \$27.81 per hour; 65 hours bi-weekly; additional benefits.

Closing Date: **August 16, 2006 @ 4pm**

Please send your resume to:

Human Resources
Vuntut Gwitchin First Nation
Ph: (867) 966-3261 ext. 258
fax: (867) 966-3800
sdrury@vgfn.net

posted Aug. 3/06