



EMPLOYMENT OPPORTUNITY

Christmas Events Coordinator-2

The Job:

The Christmas Events Coordinators will be responsible for the coordination and administration of the 2010 Annual Vuntut Gwitchin First Nation Christmas Celebrations to be held in Whitehorse on December 2010.

The Candidate:

The ideal candidates will have proven experience in general administration, organizing, written and oral communication, supervising, multi-tasking, basic bookkeeping and word processing, and be willing to work as part of a team. Knowledge of Vuntut Gwitchin protocols and practices is also required. Access to a home computer is desirable. You will also be responsible for:

- Schedule conference rooms, caterers
- Arrange transportation to Christmas Party where required.
- Supervising workers and/or volunteers
- And administering funds

Wages: \$800 for each position minus payroll deductions as outlined.

Closing Date: Monday, November 22nd, 2010 @ 4:00 p.m.

Please submit resumes that include cover letter with related experience of position to:

Cheryl Charlie
Manager, Human Resources
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Phone: (867)966-3261, ext. 258
Fax: (867)966-3800
Email: hrd@vgfn.net