



EMPLOYMENT OPPORTUNITY

Communications Officer

The Job

Reporting to the Information Systems Director, this position is responsible for delivering a full range of effective communication and public relations services for the Vuntut Gwitchin Government. You will be responsible for developing and implementing communication strategies and ensuring information is complete and accurate. You will review and prepare newsletters, reports and brochures, and update websites designed to ensure the citizens, community residents and other stakeholders are well informed of government initiatives and programs.

The Candidate

The ideal candidate will hold a diploma in communications or the equivalent in experience with relevant training. The ideal candidate will also have knowledge using computer programs such as Windows, Internet, E-mail, word processing and Excel and Adobe Page Maker; You will have strong research and skills and be able to develop broad, complex and effective communication strategies and plans; The ability to work independently and in a team understanding that building collaborative relationships is essential; Ability to meet irregular and critical deadlines. Excellent interpersonal and communication skills are required.

A trainee position will be considered for applicants with Grade 12 or equivalent.

Pay Range

\$60,543 - \$72,652 (\$35.82-\$42.99 hourly) per annum plus an excellent benefit package

This is a full-time position based on 58.5hrs bi-weekly. (6.5-hour workday 9:00 a.m. to 12:00 p.m. & 1:00 to 4:30 p.m)

A detailed job description is available at: <http://www.vgfn.ca/employment>

Closing Date: September 4, 2014 @ 4:00 p.m. We thank all applicants but only shortlisted candidates will be contacted.

Please submit resumes that include job experience related to position to:

Human Resources Manager
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Phone: (867)966-3261, ext. 256
Fax: (867)966-3719
Email: hrd@vgfn.net

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