



VUNTUT GWITCHIN FIRST NATION
Old Crow, Yukon
FINANCE & HUMAN RESOURCES DEPARTMENT

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 degree or 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.

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 32.5 hours per week. (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: Friday, September 30th, 2011 @ 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:

Cheryl Charlie
Manager, Human Resources
Vuntut Gwitchin Government
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