



VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

FINANCE AND HUMAN RESOURCES DEPARTMENT

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

Phone: (867)966-3261
Fax: (867)966-3800
Email: hrd@vgfn.net

EMPLOYMENT OPPORTUNITY Spring Carnival Coordinator - 1

The Job:

The Coordinator will be responsible for the coordination and administration of the Annual Spring Carnival. Planning for the vents to start in mid- March 2013 and actual delivery will be from March 29th, 2013 to April 1st, 2013.

The Candidate:

The ideal candidate will have proven experience in general administration, organizing activities, 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. Candidates will be required to submit a sample program of possible events.

Wages: Coordinator \$2,100 with payroll deductions

Closing Date: March 8 2013

Please submit expression of interest to:

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

Posted: February 18 2013