



Employment Training Officer

One year term position with possibility of extension

Reporting to the Director of Education this position is responsible for administering the Aboriginal Human Resources Development Agreement (AHRDA) on behalf of Council of Yukon First Nations (CYFN). This agreement provides funds for training and employment opportunities for eligible aboriginal citizens. This position also coordinates training and employment activities for eligible individuals and groups.

Qualifications:

- Certificate or diploma in a post secondary program associated with administration, education, social sciences or sciences, or equivalence in experience and relevant training.
- Knowledge of effective administrative procedures including time management, book keeping and records management
- Knowledge of career counseling methods
- Knowledge of training course components
- Knowledge of training, education and employment resources
- Ability to analyze and problem solve
- Ability to use Excel to prepare spreadsheets, and have familiarity with Contact IV or experience using other database systems
- Ability to work with minimal direction and supervision
- Ability to write proposals and reports
- Ability to develop and follow budgets
- Ability to organize activities and events

Job description is available at www.vgfn.ca

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

Closing Date: September 20, 2006 @ 4pm or until filled

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 September 12, 2006