

# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

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## HUMAN RESOURCES DEPARTMENT

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

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## **EMPLOYMENT OPPORTUNITY** **Enrolment Officer – Executive Office**

### **The Job**

Under the direction of the Executive Director the Enrolment Officer will administer enrolment applications for the Vuntut Gwitchin First Nation. The incumbent will record information and keep it current by developing and updating a database system for such duties. The position is required to provide periodic reports to management and leadership. The incumbent will refer applications to the Yukon Enrolment Commission, for those who might be eligible to register with another Yukon/NWT First Nation.

### **Qualifications**

The ideal candidate will have a Grade 10 with an entry level office administration skills or the equivalent in experience and relevant training. Broad knowledge of VG Social, traditions, language and cultural values. Knowledge of Federal and Yukon government programs, regulations and procedures that pertains to enrolment. Knowledge of Jay Treaty guidelines.

Experience in conflict management, mediation and problem solving.

The incumbent will have knowledge of the UFA, VGFN Final & Self-Government Agreements and knowledge of issues facing VGFN in relation to enrolment and knowledge of statistics and computer AIS database.

Pay Range: \$58,049 per annum plus an excellent benefit package

This is a half time position to start based on 30hrs bi-weekly. (9:00 a.m. to 12:00 p.m.)

Closing Date: December 30, 2016 at 4:00 p.m. We thank all applicants but only shortlisted candidates will be contacted.

Please submit a cover letter and resume that include job experience related to position to:

Alex Nowak  
Vuntut Gwitchin Government  
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Old Crow, Yukon Y0B 1N0  
Phone: (867) 966-3261 ext. 255  
Fax: (867) 966-3800  
Email: [exedir@vgfn.net](mailto:exedir@vgfn.net)

While qualified VGFN citizens will be given preference, all interested and qualified individuals are encouraged to apply.

Posted: December 02, 2016