



## **EMPLOYMENT OPPORTUNITY**

### **Executive Support Officer**

Full-time position with benefits.

#### **Duties:**

Reporting to the Executive Director, this position is responsible for overseeing administrative policies, procedures and support for the Executive Office and Chief & Council. This position also coordinates activities for caribou lobbying, and is also responsible for the direct supervision of secretarial support.

#### **Qualifications:**

- Diploma or Degree in one of the following: Secretarial Sciences, Business or Public Administration, First Nations Governance, or humanities/social sciences, or the equivalent in experience and relevant training.
- Ability to research, write reports and make presentations
- Ability to supervise, coach and mentor staff and citizens
- Ability to analyze policies and procedures
- Ability to prepare budgets, reconcile expenditures and understand financial reports
- Ability to create and maintain manual and computerized records management systems
- Ability to assume responsibility, prioritize tasks and meet deadlines
- Ability to organize large meetings, and multi-faceted events and projects

A detailed job description is available.

**Salary:** pay range \$27.81 to \$33.38 (65 hours bi-weekly)

**Closing Date:** August 11, 2006 @ 4:00 p.m.

**Please submit resumes to:**

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