



**VUNTUT GWITCHIN FIRST NATION  
HUMAN RESOURCE DEPARTMENT**

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## **EMPLOYMENT OPPORTUNITY**

### **GENERAL ASSEMBLY (G.A.) COORDINATOR**

#### **Objective:**

The G.A. Coordinator will be responsible for the coordination of the 2006 Vuntut Gwitchin First Nation General Assembly to be held at Tlo Kut on August 10, 11 & 12, 2006.

#### **Qualifications:**

Proven experience in general administration, organizing, written and oral communication, supervising, multi-tasking, basic bookkeeping and word processing. Knowledge of Vuntut Gwitchin protocols and practices is also required. Access to a home computer is desirable.

#### **Duties:**

- Arranging accommodations, travel, site preparation and cleanup, food preparation, youth activities, transportation to site
- Hiring and supervising workers
- Administering funds through established procedures
- Other related duties

**Wage: \$3800** (subject to Revenue Canada deductions)

**Closing Date: Monday July 17<sup>th</sup>, 2006 @ 4:00pm**

Please send your resumes to:

Susan Drury  
Acting Director, Human Resources  
Vuntut Gwitchin Government

Posted July 10/06