

VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

HUMAN RESOURCES DEPARTMENT



P.O. Box 94,
Old Crow, Yukon
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EMPLOYMENT OPPORTUNITY

Healthy Moms & Healthy Babies Program Coordinator

Summary:

Reporting to the Manager of Health, the Healthy Moms & Healthy Babies Program Coordinator is responsible for planning, executing and delivering the Healthy Moms and Healthy Babies Program on time, within budget, and in accordance to specifications. To achieve the project goals, the Healthy Moms and Healthy Babies Program Coordinator will define project requirements and implement them within the budget, and supervise the efforts of project team members. Efficient delivery of project deliverables, effective quality control, and clear communication of expectations to stakeholders and weekly project reporting to supervisor are critical tasks that must be performed throughout the project cycle.

This is a casual part-time position starting as soon as possible.

Qualifications:

- Must be reliable
- Ability to interact and maintain good working relationships with individuals
- Must complete a criminal records check
- Strong communication skills

Wage: \$32.31 per hour

Closing Date: October 3rd, 2019 at 4:00 PM

Please send your resumes to:

Malinda Bruce
Human Resource Manager
Vuntut Gwitchin Government
(867) 966-3261 Ext. 256
jobs@vgfn.net

Posted : September 19, 2019