

# 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

Phone: (867)966-3261  
Fax: (867)966-3800  
Web: [www.vgfn.ca](http://www.vgfn.ca)

## EMPLOYMENT OPPORTUNITY

### Christmas Events Coordinator

#### **The Job:**

The Christmas Events Coordinator will be responsible for the coordination and administration of the 2017 Annual Vuntut Gwitchin First Nation Christmas Celebrations to be held in Old Crow December 17 – January 1, 2018.

#### **The Candidate:**

The ideal candidate will have proven experience in general administration, organizing activities, written and oral communication, supervising, multi-tasking, basic bookkeeping and word processing, and be willing to work as part of a team. Knowledge of Vuntut Gwitchin protocols and practices is also required. Access to a home computer is desirable. Candidates will be required to submit a sample program of possible events.

**Wage:** \$4,500 with payroll deductions.

**Closing Date:** October 16, 2017 @ 4:00 p.m.

Please submit cover letter and resume to:

Malinda Bruce  
Human Resources Manager  
Vuntut Gwitchin Government  
Box 94, Old Crow, YT Y0B 1N0  
Phone: (867) 966-3261 ext. 256  
Fax: (867) 966-3800  
Email: [hrd@vgfn.net](mailto:hrd@vgfn.net)

Posted: October 2, 2017

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