

# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

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## HUMAN RESOURCES DEPARTMENT

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## 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 from December 18 – 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:** November 17, 2017 @ 4:00 p.m.

Please submit cover letter and resume to:

Malinda Bruce  
Human Resources Manager  
Vuntut Gwitchin Government  
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