



EMPLOYMENT OPPORTUNITY

Post Secondary Education/ASETS Coordinator

The Job:

Reporting to the Director of Education this position is responsible for administering the Aboriginal Skills and Employment Training Strategy (ASETS) on behalf of Council of Yukon First Nations (CYFN) and the Vuntut Gwitchin Post-Secondary Funding. This agreement provides funds for training and employment opportunities for eligible aboriginal citizens. This position also coordinates training and employment activities for eligible individuals and groups.

Qualifications:

- Certificate or diploma in a post secondary program associated with administration, education, social sciences or sciences, or equivalence in experience and relevant training.
- Knowledge of effective administrative procedures including time management, book keeping and records management
- Knowledge of career counseling methods
- Knowledge of training course components
- Knowledge of training, education and employment resources
- Ability to analyze and problem solve
- Ability to use Excel to prepare spreadsheets, and have familiarity with Contact IV or experience using other database systems
- Ability to work with minimal direction and supervision
- Ability to write proposals and reports
- Ability to develop and follow budgets
- Ability to organize activities and events

Pay Range

\$50,353 - \$60,423 per annum plus an excellent benefit package

This is a full-time position based on 32.5 hours per week (6.5-hour workday 9:00 a.m. to 12:00 p.m. & 1:00 to 4:30 p.m).

A detailed job description is available at: <http://www.vgfn.ca/employment>

Closing Date: December 1st, 2010 @ 4:00 p.m. We thank all applicants but only shortlisted candidates will be contacted.

Please submit resumes that include job experience related to position to:

Cheryl Charlie
Manager, Human Resources
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Phone: (867)966-3261, ext. 258
Fax: (867)966-3800
Email: hrd@vgfn.net