

# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

---

CHIEF AND COUNCIL

---



P.O. Box 94,  
Old Crow, Yukon  
Y0B 1N0

Phone: (867)966-3261  
Fax: (867)966-3116  
Web: [www.vgfn.ca](http://www.vgfn.ca)

## EMPLOYMENT OPPORTUNITY

### General Assembly Coordinator

**This is a Temporary Contract Position**

#### Objective

The General Assembly Coordinator will be responsible for the coordination of the Vuntut Gwitchin First Nation General Assembly to be held on August 5 to 7, 2021.

#### Qualifications

Proven experience in organizing community events, general administration, written and oral communication, supervising, multi-tasking, basic bookkeeping and word processing. Knowledge of Vuntut Gwitchin protocols and practices is 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

\$4,500.00 (inclusive of travel and home office use) (subject to mandatory payroll deductions)

Please send your cover letter and resume to:

Bev Cameron/Acting Executive Director  
PO Box 94 | Old Crow, YT Y0B 1N0  
Phone: (867) 966-3261 ext. 249  
Fax: (867) 966-2719  
E-mail: [bcameron@vgfn.net](mailto:bcameron@vgfn.net)

Posting Date: July 9, 2021.

---

**VGG**

Government of VGFN