



VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

HUMAN RESOURCES DEPARTMENT

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

Phone: (867)966-3261
Fax: (867)966-3800
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EMPLOYMENT OPPORTUNITY

Executive Assistant, Intergovernmental Relations & Governance Whitehorse, Yukon/Old Crow, Yukon

Are you looking for an exciting, new work experience in an organization grounded in progressive values, where ongoing professional development is supported and where your creativity and initiative is encouraged? Vuntut Gwitchin Government is the place to be. We are expanding our workforce and growing our government, and we are seeking exceptional individuals with a sense of adventure to join our team.

As Executive Assistant with Intergovernmental Relations and Governance (IRG), you will be on the ground floor, helping build a new department dedicated to professionalizing and modernizing Vuntut Gwitchin Government's internal governance systems and advancing its partnerships with other governments and organizations. The Executive Assistant role is critical in the development and enforcement of administrative processes and executive functions in an environment responsible for internal and external communications, nation-to-nation relations and negotiations with the governments of Yukon and Canada.

Reporting to the Director of IRG, you will thrive in a fast-paced environment with frequent deadlines, last minute requests and occasional after-hours responsibilities. You will work closely with the Executive Assistant for Chief and Council and the Executive Director to coordinate meetings and schedules. You will be responsible for effective and respectful coordination with third parties such as the Government of Yukon, Council of Yukon First Nations (CYFN), Assembly of First Nations (AFN), Yukon First Nations and other regional, national and international organizations.

Additional duties/responsibilities:

- reception
- virtual meeting (Zoom) coordination
- minute-taking
- financial management (limited)
- event coordination
- occasional travel

Required skills/qualities:

- impeccable organization
- customer service
- information management
- writing
- team player
- adaptable to change
- interest in Indigenous governance

Qualifications:

- High School diploma
- Completion of Administrative Assistant diploma an asset
- Completion of the First Nations Governance program at Yukon University an asset
- Two years' related work experience
- Knowledge of the organizational structure of Vuntut Gwitchin Government
- Knowledge of office procedures
- Knowledge of records management

Salary range: \$62,524.00 - \$75,001.00 per annum [\$33.15 per hour], plus a competitive benefits package. This is a full-time position based on 65 hours bi-weekly (9:00 a.m. to 12:00 and 1:00 p.m. to 4:30 p.m.)

Posting Date: September 14,2021

Closing Date: September 28,2021

For the full job description, please write to: jobs@vgfn.net.

Please submit cover letter and resume to:

Crystal Linklater, Human Resource Manager, Vuntut Gwitchin Government Box 94, Old Crow, YT Y0B 1N0 Ph: (867) 966-3261 ext. 256 Fax: (867) 966-3800 Email: jobs@vgfn.net

While qualified VGFN citizens will be given preference, all interested and qualified individuals are encouraged to apply.