

VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

Human Resources Department



P.O. Box 94,
Old Crow, Yukon
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JOB OPPORTUNITY

EXECUTIVE ASSISTANT / ENROLLMENT

The Executive Assistant provides daily senior administrative and secretarial support to Chief Council and the Executive Director. It further maintains Vuntut Gwitchin Government (VGG) citizen enrolment information.

Responsibilities:

- Coordinates monthly Council meetings (e.g., agenda, takes meeting minutes, posts the agenda and minutes online)
- Provides executive administrative and secretarial support to Chief and Council, the Executive Director and the management committee. Maintains calendars and schedules meetings.
- Coordinates annual General Assemblies (e.g., agenda speakers, facilities, meals) and prepares briefing packages for Council in advance of public meetings or engagements.
- Coordinates and maintains citizen enrolment files and genealogy charts as per Chapter 3 of the VGFN Final Agreement. Assists the public with the registration process, writes letters for beneficiaries wanting to work in the US and works with the Yukon Enrolment Commission.
- Manages the office's hard copy and digital record and tracking systems.
- Makes travel arrangements and completes all related travel authorizations and expense reports.
- Working with the Communications Manager, ensures the government's website is up to date and accurate.
- Provides financial support including the payment of invoices, preparation of cheque requisitions and purchase orders.
- Leads projects (e.g., General Assemblies, Election/By-Election, Ministerial visits).

Our ideal candidate for this position:

- Certificate or diploma in office administration or equivalent in experience
- Skills in computers, office procedures, budgeting and records management
- Ability to handle and maintain confidential information related to documents and situations
- High degree of initiative, creativity and judgment
- Excellent organizational and time management skills
- Excellent communication skills, both oral and written
- Excellent interpersonal and client service orientation with the a positive helpful attitude and a professional manner

We thank all those who apply but only those selected for further consideration will be contacted.

Deadline to apply: January 30, 2023

Send applications and/or resumes to:
Human Resource Department
Vuntut Gwitchin Government
Email: jobs@vgfn.net