CAREER OPPORTUNITY – PERMANENT

Executive Assistant

Who We Are

With boundless pride in our ancient cultural heritage and ancestral homelands, we exercise our inherent right to self-government, to take the responsibility for the general welfare of our Citizens, and to provide for the good governance of our community, lands and resources. We promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship, and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.

About the Role

The Executive Assistant provides administrative support to Chief & Council and the Executive Office. As the Senior Administrative position, the Executive Assistant oversees the VGFN Administration Team ensuring they are providing necessary professional support to the organization that establishes standards for internal and external customer service. This position also provides secretarial services to the VGFN Management Committee. Reporting to the Executive Director, some of the responsibilities of the position include but are not limited to;

- ***Meeting Coordination*** – Preparation of required meeting materials and logistics for Chief & Council, Management Committee, Director/Manager's meetings and other meetings as requested by Chief & Council such as meetings of the Advisory Committee of Elders. Ensures minutes from Chief & Council and Management Committee meetings are drafted and finalized with relevant reviewers. Ensures decisions and action items in meetings are recorded and disseminated accordingly. Work with IT Technician to confirm ability for electronic and in-person meetings.
- ***Calendar Management*** – Serves as the 'gatekeeper' for the Outlook calendars for Chief & Council, Associate Executive Director/Executive Director and VGFN Boardrooms when reviewing internal and external meeting requests. Manages a calendar of travel by Chief & Council and Associate Executive Director/Executive Director and works with Communications to advise Citizens on a regular basis of leadership movements.
- ***Operations*** – Ensures the daily business of Chief & Council, the Executive and Whitehorse Office is conducted efficiently and in a professional manner. Coordinates required travel, with external provider, for Chief & Council and Associate Executive Director and Executive Director. Oversees key events such as the General Assembly and events sponsored by Chief & Council and the Executive Office (Community Update Meetings, Caribou Days, Easter Weekend, Christmas Events and Biennial Gwich'in Gathering). Liaises with event coordinators and support staff and service providers to ensure all supplies and equipment is available for events and activities.
- ***Communications Support*** – Work with Associate Executive Director/Executive Director to prepare communications to advise Citizens on decisions and background/briefing notes as may be required and forward to relevant parties, other partners and business associates. Facilitates communication and procedural flow from staff, Citizens, Partners and Business Associates. Ensure relevant documents are posted to the VGFN website and social media channels.
- ***Leadership*** – Manages staff members by establishing workplans, key performance indicators and regular meetings for review. Approves time sheets and leave requests. Identifies emerging issues and briefs the Associate Executive Director and Executive Director for decision and/or action.

- ***Action Item Follow-up*** – Monitors daily and long-term actions to remind appropriate parties of required actions and performs necessary follow-up with Departments, Citizens, Chief & Council, Consultants, Partners and Business Associates.
- ***Financial*** – Preparation of required cheque requisitions, purchase orders, travel requests/claims, reconciliations, service agreements and funding/contribution agreements for internal approval. Assists with budget preparation and monitoring of expenses by Executive.
- ***File Management*** – Ensures maintenance and confidentiality of the records management system for the VGFN.

What We Offer:

- $70.78 - $90.08 per hour (Based on the successful candidate's education and experience)
- Working Hours: 80 hours bi-weekly.
- 4% Northern Community Remoteness Allowance for employees residing in Old Crow full-time.
- 4% Northern Travel Allowance for employees residing in Old Crow full-time.
- 4 weeks' vacation to start plus two weeks paid time off over the Christmas season.
- A very healthy extended benefits package.
- 10 days sick pay per year.
- 10 days paid special/personal leave per year.
- A matched pension plan.
- Subsidized Housing may be available.
- Relocation Allowance.

What You Bring:

- Degree in political science, Indigenous governance/studies, public administration, social sciences or a related field is preferred.
- At least three (3) to five (5) years of relevant experience working in policy, program development or intergovernmental relations. Experience in public or Indigenous government is preferred.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, OneNote and Outlook) products, Adobe and records management systems.
- Experience in researching, drafting and editing briefings and correspondence.
- Ability to conduct electronic/virtual meetings with internal and external stakeholders.
- Knowledge of Vuntut Gwitchin Final and Self-Government Agreements and/or modern treaties in Canada is an asset.

Supporting you along the way:

We believe that a rewarding career is not only good for our employees, but it also leads to better outcomes for our clients, workplace and the community. That's why we are committed to providing you with a competitive salary,

health benefits, and a retirement plan. Beyond compensation, you will have the opportunity to make meaningful connections and work on initiatives that make a real difference in people's lives.

Posting Date: November 3, 2026
Closing Date: November 16, 2026

Status: Permanent Full-time
Location: Old Crow

To Apply:

Please send your resume & a cover letter to: jobs@vgfn.ca

In accordance with the Canadian Human Rights Act (CHRA, Section 16(1)), hiring preference will be given to Vuntut Gwitchin First Nation Citizens. Following this, preference will be extended to Indigenous candidates, and then to those with experience and knowledge of First Nations customs and practices.

While we appreciate all applications, only those selected for further consideration will be contacted