

## **Job/Service Opportunity**

# **YUKON RIVER PANEL EXECUTIVE SECRETARY POSITION/SERVICES**

### **The POSITION**

The Canada/U.S. Yukon River Panel is seeking a multi-talented person or firm to provide, under contract, the services of Executive Secretary. The successful candidate will provide comprehensive operational and administrative services to the Panel.

The determination of work location has some flexibility and will be determined based on review of the applications. The Contractor will be expected to travel extensively to accommodate the duties.

The detailed position description, further information on the Yukon River Interim Agreement, the Yukon River Panel and the Yukon River Panel Restoration and Enhancement Fund will be provided to interested applicants upon request.

### **The CONTRACTOR**

The Contractor will ideally have a background in resource use and/or management and will have organizational, operational and administrative skills. The Contractor will have multi-media communications experience as well as an ability to communicate and work bilaterally and cross-culturally.

### **COMPENSATION**

The Contractor will receive approximately \$27,000 U.S./\$36,500 Canadian as remuneration and will have a travel and expense budget of approximately \$7,000 U.S./\$9,500 Canadian.

### **APPLICATIONS**

Applications should include a detailed resume outlining the applicant's qualifications and applicability to the position; the resume should specifically refer to the expectations above. Applications should include 3 references, also appropriate to the above.

Applications should be RECEIVED by **31 January 1997** at either of:

**Alaska Department of Fish and Game  
Subsistence Division  
P.O. Box 25526  
Juneau, AK 99802-5526**

**Phone: (907) 465-4147  
FAX: (907) 465-2066**

**Fisheries and Oceans Canada  
100-200 Range Road  
WHITEHORSE YT Y1A 3V1**

**Phone: (403) 393-6717  
FAX: (403) 393-6738**