



# EMPLOYMENT OPPORTUNITY

## "OPEN TO THE PUBLIC"

### Auxiliary On-Call - Council Administrator Assistant

Chief and Council

Posting Date: February 10, 2016

Salary: Level 4 Range \$25.57/Hr. (Depending on experience).

**Closing Date:** On Going

Under the direction of the Chief and Council and day to day supervision of the Executive Director, the incumbent is tasked to provide administrative support to the Chief and Council, Elders Council, and Youth Council. Tasks include and not limited to coordinating Chief and Council meetings, annual General Assemblies, election administrative support, council community functions, travel arrangements, etc. The role will undertake research into past government activities and decisions and assist with the overall functioning of Council and the interaction with the Executive Director regarding liaison with the administrative department's functioning of the government.

**If this opportunity interests you, please submit a cover letter & resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide:**

#### Essentials:

- A combination of a Grade 12 completion coupled with Post-Secondary courses in Public Administration or a related discipline with a minimum 2-3 years of experience in providing administrative services to Senior level management or managing boards and directors;
- Good working knowledge of Tr'ondëk Hwëch'in's social structure, culture, and traditions;
- General knowledge of Tr'ondëk Hwëch'in's self-government and implementation agreements and constitution;
- Efficient note and minute taking and transcribing;
- Effective records maintenance/filing;
- Excellent time management and organizational skills;
- Demonstrated Ability to meet deadlines, resolve problems;
- Demonstrated Ability to maintain confidentiality; and communicate with all levels within the organization and external contacts;
- Demonstrated Ability to resolve conflicts and foster unity;
- Good oral and written communications skills;
- Demonstrated Ability to work effectively as part of a team;
- Demonstrated Ability to work with minimal supervision to achieve predefined goals in a timely manner;
- MS Word, Internet;
- Good interpersonal skills;
- Demonstrated Ability to establish and maintain effective, professional working relationships with staff, citizens, external organizations and the general public.

#### Assets:

- MS excel, MS access and power point;
- research ; Desktop Publisher;
- Experience in undertaking research and preparing executive summaries;
- First Aid.

#### Conditions of Employment:

- Mandatory confidentiality is a condition of employment of all Tr'ondëk Hwëch'in personnel. Failure to meet this requirement could result in dismissal;
- Criminal Record Check;
- Valid Class 5 Driver's License; with clear Driver's abstract.

**A detailed job description is available upon request.**

For more information, contact Human Resources

Phone: (867) 993-7100 – EX: 112 or 126 Fax: (867) 993-6553

Email: [hrjobs@trondek.ca](mailto:hrjobs@trondek.ca)

Mail: Tr'ondëk Hwëch'in Government, P.O. Box 599, Dawson City, Yukon, Y0B 1G0

Physical Location: 1242 Front Street, Dawson City, Yukon

**We thank all applicants, but only those selected for further consideration will be contacted.**

*"To work together, to speak with one voice and to serve Tr'ondëk Hwëch'in Citizens in the pursuit of a strong, healthy, and united future."*