



## EMPLOYMENT OPPORTUNITY

**"OPEN TO THE PUBLIC"**

### Community Education Liaison Coordinator – Term Full Time - (ASAP – June 15, 2018)

HRET, Education K-12

Posting Date: April 5, 2017

Salary: Level 7 Step 1 (\$35.50/hr.)

**Closing Date 4:00pm (PST): September 26, 2017**

Reporting to the Manager Education, the primary role of this position is to promote educational success, First Nation cultural inclusion, reconciliation, and progressive advocacy for TH grades 7-12 students and their respective families, and at Robert Service School (RSS) in general. This position will maintain a regular schedule at Robert Service School and at the TH Education Department and will accomplish this role by liaising and networking regularly with students, parents/guardians, educators, school staff, TH Education Team members and other TH government departmental staff to improve the educational success and well-being of TH students. It is important that the CELC convey creativity and receptiveness to the needs of the students and school environment by investigating, evaluating, coordinating and promoting culturally responsive education programs and culturally inclusive initiatives, projects, and events that reflect identified TH Education priorities. This position is also responsible for carrying out daily operational duties, monitoring monthly budgets, work plans, activity reports, and other general administrative duties.

**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:

- Minimum High School Grade 12 (or equivalency) and Diploma/Degree in Education or a related academic field and/or an equivalent combination of training, work, and experience;
- Experience working with children/youth of the appropriate age range in an education, workshop, extracurricular or afterschool program environment;
- Knowledge and understanding of the TH Self-Government Agreements, TH Final Agreement and TH Implementation Plans;
- Knowledge of the educational priorities of Tr'ondëk Hwëch'in government and TH Education;
- Broad knowledge of and experience working with First Nations systems of government;
- Broad knowledge of and experience working with other governments with respect to education programming and funding agencies;
- Broad knowledge and understanding of TH history, culture and traditions;
- Awareness of educational, cultural and social issues affecting First Nation people in the Yukon;
- Experience in research, analysis, and reporting;
- Experience in program planning, coordination, development and delivery to meet identified goals and objectives;
- Experience in resolving conflicts;
- Experience using restorative justice practices combined with an understanding of the connection between restorative justice philosophy and the traditional practices of indigenous cultures;
- Experience with office procedures including, creating and maintaining files, completing forms, and using a personal computer and associated software.
- Ability to organize activities, workshops and outings to meet identified goals and objectives;
- Ability to advocate for students and parents/families;
- Organizational and time management skills;
- Ability to prepare reports, recommendations, and proposals;
- Ability to assume responsibility, prioritize, and meet deadlines;
- Conflict management and dispute resolution abilities;
- Ability to manage financial, material and human resources;
- Ability to establish and maintain effective working relationships with TH government departmental staff, students, teachers, parents/guardians, community stakeholders, and Yukon government agencies;
- Ability to be a healthy and positive role model to children/youth;
- Ability to communicate with youth and gain their respect and attention;
- Ability to communicate effectively and diplomatically, both verbally and in writing, with students and their parents/guardians, professionals, co-workers/colleagues, Elders, agencies and organizations;
- Ability to gain the trust and cooperation of others in resolving problems and addressing concerns;
- Ability to work effectively as part of team;
- Ability to work independently and manage multiple tasks at the same time;
- Ability to analyze, problem solve and provide appropriate advice and guidance;
- Ability to maintain and communicate the importance of strict confidentiality;
- Ability to make recommendations, presentations and communicate ideas;
- Ability to interact effectively with committees, parents/guardian/caregivers, youth, and colleagues in a professional workplace setting (school and/or government environment);
- Cross cultural awareness, sensitivity and understanding.

#### Conditions of Employment:

- Mandatory confidentiality is a condition of employment for all Tr'ondëk Hwëch'in personnel. Failure to meet this requirement could result in dismissal;
- Criminal Records Check with Finger Print Check is mandatory;
- Clear Driver's Abstract; Class 4 Drivers License within the first year of hire;
- Standard and Advanced Wilderness First Aid within the first year of hire;
- TH101 cultural awareness workshop within first three months of hire;
- Willingness to take training / courses to further enhance skills as identified.

**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."*