



# EMPLOYMENT OPPORTUNITY

**"OPEN TO THE PUBLIC"**

**Cultural Education Coordinator** – Term Full Time (One Year Term) – With possible extension

Department: Heritage

Posting Date: November 7, 2016

Salary: Level 7 Step 1 (\$67,963.86 annually, \$2,613.99 biweekly)

**Closing Date 4:00pm (PST): March 29, 2017**

Under the direct supervision of the Director of Heritage, the Coordinator will develop and implement a comprehensive cultural education program for all ages that uses a variety of delivery methods. The position is responsible for providing cultural support to the community by assisting with the development and delivery of programs and services offered by the TH Government Departments as well as other educational programs and organizations. Working with the Director and Traditional Knowledge Specialist, cultural programming development and the communication of TH knowledge and ways of life is a core function of this position. Delivery of cultural education programs will occur in a variety of places including indoor and outdoor spaces, formal and informal learning places, and for a range of groups. Knowledge sharing will also occur through the creation of cultural resource materials including learning guides, teacher resources, web-based resources, etc. The position will work with other Tr'ondëk Hwëch'in departments to coordinate and ensure that land-based learning including culture camps are supported and include appropriate cultural learning opportunities. The position will be required to work closely with TH Human Resources Education and Training department staff, including TH Education K-12 staff, to ensure protocols related to engagement with RSS programming and TH Staff programming are maintained.

The incumbent shall ensure that programming offered is consistent with Tr'ondëk Hwëch'in culture, values and beliefs. The position will be required to research and complete funding applications and subsequent reporting to support these activities. The services provided by this position shall be delivered based on the strategic goals and objectives of the Tr'ondëk Hwëch'in Heritage Department.

**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:**

- Post-secondary level literacy, comprehension, and research skills and/or experience with traditional northern cultures;
- Education and/or experience in workshop facilitation, and/or teaching in formal and informal and land-based settings;
- Sound knowledge of Athapaskan/Tr'ondëk Hwëch'in culture, values, beliefs, languages and practices is essential;
- Understanding the connection between cultural education, community wellness and success;
- Ability to research using community resources (including people), primary and secondary sources, and a variety of other learning sources;
- Strong interpersonal, verbal and written communication skills;
- Office skills;
- Experience writing funding proposals and reports;
- Organization and time management skills;
- Demonstrate healthy lifestyles, stability, maturity and integrity;
- Manage high levels of work-related stress that could impact all areas of life;
- Demonstrate conflict resolution, problem-solving and decision-making skills;
- Ability to foster relationships, unity and trust among Tr'ondëk Hwëch'in citizens, staff and liaisons;
- Take initiative, work independently, and meet deadlines.

#### **Assets:**

- Experience developing learning plans and resources with culturally appropriate learning outcomes;
- Ability to deliver educational programming in a variety of settings and to a variety of audiences;
- Experience working as a team member, supervising staff and volunteers, working with a variety of age groups, and maintaining positive communications within the community;
- Comfortable living and working in remote camp settings;
- Provide controlled assistance in crisis situations.

#### **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;
- Valid Class 5 Driver's License with clear Driver's Abstract; willingness to get Class 4 Driver's License within 6 months of hire;
- Wilderness First Aid and willingness to obtain Advanced Wilderness First Aid within 6 months of hire;
- Willingness to work flexible hours including weekends and on multi day programs away from your home required;
- Criminal Records Check;
- ATV Safety Training Course, Possession Acquisition License, Valid Boat Safety Certificate or willingness to obtain within 6 months of hire.

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

For more information, contact Human Resources:

Phone: (867) 993-7100 – EX: 126 or 112 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."*