



## EMPLOYMENT OPPORTUNITY

**"OPEN TO TRONDËK HWËCH'IN ONLY"**

**Woodcarving Program Instructor** - (Term Part Time – approx. -6 hours - 8hours per week) February 19- June 4, 2018)

Health & Social

Posting Date: January 4, 2018

Salary: Level 5 Step 1 \$29.20/hr.

**Closing Date 4:00pm (PST): February 5, 2018**

This position will work under the direction of the Justice Coordinator of the Health & Social Department, ensuring the woodworking program includes cultural programming and community participation in a manner which is reflective of the heritage of the Tr'ondëk Hwëch'in people. The main objective is to plan and implement the woodworking program, taking a holistic approach in coordinating this culturally significant program. The objectives will be met by way of developing funding plans, developing the skills of participants, program promotion, and ensuring the program's overall

**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:

- Education in related field or equivalent training and/or experience;
- Training and/or experience in project management or planning;
- Well-developed service delivery skills;
- Knowledge of Tr'ondëk Hwëch'in history, culture, and membership; Cross-cultural awareness;
- Planning, organizational and time management skills;
- Demonstrated knowledge and experience in establishing and managing a program budget;
- Computer literacy;
- Good physical health and the ability to lift up to 25 lbs.;
- Ability to foster trust and acceptance;
- Excellent oral and written communication skills;
- Patience and ability to teach beginners;
- Strong team work skills;
- Establish a positive professional working relationship with staff, youth and general citizenship;
- Financial Management;
- Self-motivated and reliable;
- Ability to work independently; Ability to maintain confidentiality.

### Assets:

- Related work experience.

### Conditions of Employment:

- Mandatory confidentiality of employment for all Tr'ondëk Hwëch'in personnel. Failure to meet this requirement could result in dismissal;
- Mandatory Criminal Records Check;
- Standard First Aid or willingness to obtain within 3 months of hire;
- Willingness to work flexible hours.

**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: [hrijobs@trondek.ca](mailto:hrijobs@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."*