



EMPLOYMENT OPPORTUNITY

"OPEN TO THE PUBLIC"

Community Education Liaison Coordinator – Term Full Time to possible Permanent Full Time - (June 12, 2017 – June 11, 2018)

HRET, Education K-12

Posting Date: May 1, 2017

Salary: Level 6 Step 1 (\$32.15/hr.)

Closing Date 4:00pm (PST): May 30, 2017

Reporting to the Manager Education, the primary role of this position is to promote educational success, ethnic equity, and progressive advocacy, for TH grades K – 6 students at Robert Service School (RSS) and their respective families. This is accomplished in part by liaising, and networking regularly with students, parents/guardians, educators, school staff, and TH government departmental staff who can focus their efforts on improving the educational and personal 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 and evaluating education programs, cultural initiatives, projects, events, and supports for identified needs. This position is also responsible for carrying out daily operational duties, updating 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 Grade 12 (or equivalency) and Certificate/Diploma/Degree in Education and/or demonstrated completion of related coursework/certification;
- Experience working with 5-12 year old youth (children and pre-adolescent aged) in an education, workshop, extracurricular or afterschool program environment;
- Experience in research, analysis, and reporting; Ability to prepare reports and proposals; Ability to make recommendations, presentations and communicate ideas;
- Experience in program planning and development;
- Experience in resolving conflicts; Conflict management and dispute resolution abilities;
- Experience using a personal computer and associated software; MS Word, Excel & Internet;
- Ability to organize recreational activities, workshops and outings;
- Organizational and time management skills; Ability to meet deadlines;
- Ability to manage financial, material and human resources;
- Ability to establish and maintain effective working relationships;
- Excellent communication skills, both oral and written;
- Ability to work independently, and as part of a team, to manage multiple tasks at the same time;
- Ability to problem solve and provide appropriate advice and guidance; Ability to gain the trust and cooperation of others in resolving problems and addressing concerns;
- Ability to maintain and communicate the importance of strict confidentiality;
- Ability to interact effectively with committees, parents/guardian/caregivers, children/youth, and colleagues in a professional workplace setting (e.g. school and/or government environment);
- Cross cultural awareness, sensitivity and understanding.

Assets:

- TH Knowledge; Broad knowledge and understanding of TH history, culture and traditions;
- Knowledge and understanding of the TH Self-Government Agreements, TH Final Agreement and TH Implementation Plans;
- 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;

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;
- Willingness to take training / courses to further enhance skills as identified;
- Standard First Aid Certification within six months from the date of hire;
- Advance First Aid within the first year of hire;
- Class 4 Drivers License within the first year of hire;
- 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

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."