



EMPLOYMENT OPPORTUNITY

"OPEN TO TR'ONDËK HWËCH'IN CITIZENS ONLY"

Survey Administration – Dawson Forest Indicators – Term Full Time - (November 20, 2017 - December 17, 2017)

Natural Resources

Posting Date: October 17, 2017

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

Closing Date 4:00pm (PST): November 10, 2017

Yukon Forest Management Branch (FMB) and Tr'ondëk Hwëch'in (TH) are working collaboratively to conduct door to door surveys in order to gather information on baseline indicators to support the implementation of the Dawson Forest Resources Management Plan (DFRMP). More information about the DFRMP will be provided to the incumbent upon request. It can be found online at: http://www.emr.gov.yk.ca/forestry/pdf/dawson_frmf_web.pdf.

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:

A one-day training session will be required in Whitehorse at the commencement of this position, with all travel expenses covered.

Essentials:

- High school diploma
- Computer course(s), such as Excel
- Communications course(s)
- Experience with data entry
- Experience administering surveys
- Computer knowledge
- Interpersonal skills
- Excellent verbal and written communication skills
- Self-motivated and ability to work independently
- Ability to meet deadlines and manage workload
- Ability to get along with others work well with others
- Ability to be sensitive to confidential information.

Assets:

- Related work experience;
- TH knowledge;
- Survey administration

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;

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."