



EMPLOYMENT OPPORTUNITY

"OPEN TO THE PUBLIC"

Woodcarving Program Coordinator (Term Full Time – Two Weeks)

Health & Social

Posting Date: March 31, 2017

Salary: Level 5 Step 1 (\$55,908.82 annually, \$2150.34 biweekly)

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

This position will work under the direction of the Director of the Health & Social Department with day to day supervision and support from the Justice Coordinator. The role will plan the woodcarving program, ensuring required equipment is acquired, a suitable location is reserved and required process steps are taken to hire a facilitator. The Coordinator will be involved in the program planning only. The program must include cultural programming and community participation in a manner which is reflective of the heritage of the Tr'ondëk Hwëch'in people.

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 project management or related field, or equivalent training and 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;
- Planning, organizational and time management skills;
- Demonstrated knowledge and experience in establishing and managing a program budget;
- Ability to write reports and evaluate programs to ensure success;
- Computer literacy is mandatory;
- Good physical health and the ability to lift up to 25 lbs.;
- Ability to foster trust and acceptance;
- Excellent oral and written communication skills;
- Cross-cultural awareness;
- Strong team work skills;
- Establish a positive professional working relationship with staff, youth and general citizenship;
- Financial Management;
- Self-motivated and reliable;
- Ability to maintain confidentiality;
- Ability to work independently.

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;
- 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

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."