



## EMPLOYMENT OPPORTUNITY

**"OPEN TO THE PUBLIC"**

**Youth Enhancement Coordinator** (Term Full Time [2 years] to possible Permanent Full Time)

Health & Social

Posting Date: April 28, 2017

Salary: Level 7 Range (\$69,227.99 – \$83,074.23 annually)

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

Under the direct supervision of the Director of Health & Social, this position is responsible for developing, coordinating and implementing the delivery of life enhancement programming based upon cultural, recreational and educational components. The position will work in cooperation with the Community Education Liaison Coordinators, the Health & Social Programs team and other TH departments as necessary to ensure effective program delivery. Assist by providing advice and guidance to the Youth Council as requested. The position is also responsible for providing administrative support with respect to all youth related projects, including identification of long-range plans and goals.

**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 education and/or experience with Indigenous youth and with the development and delivery of youth programming;
- Education and/or experience in workshop facilitation, and/or teaching in formal and informal and cross-cultural settings;
- Knowledge of social issues affecting first nations youth;
- Ability to guide and refer youth to local counseling agencies;
- Proven experience in staff supervision;
- Proven experience in developing proposals;
- Knowledge of and ability to utilize various computer programs i.e.: Window's, Microsoft Word, tribal administration program, etc.
- Experience working independently and within a team environment;
- Ability to resolve problems and conflicts;
- Ability to manage budget and program requirements;
- Excellent organizational and time management skills;
- Ability to manage stress effectively;
- Ability to prepare reports and write proposals;
- Ability to establish goals and expectations and evaluate performance;
- Ability to plan, coordinate and deliver youth-based culture and recreational programming;
- Ability to establish and maintain effective working relationships with TH departments, students, parents / guardians and other governments and agencies;
- Excellent communication skills, both oral and written;
- Ability to gain the trust and cooperation of youth;
- Ability to work effectively as part of team;
- Ability to provide appropriate advice and guidance;
- Ability to establish and maintain positive professional working relationships with staff, citizens, youth and public;
- Ability to make recommendations, presentations and effectively communicate ideas;
- Ability to maintain and communicate the importance of strict confidentiality.

### Assets:

- Knowledge of Tr'ondëk Hwëch'in culture and tradition;

### 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;
- Class 5 driver's license and a willingness to obtain a Class 4 designation within six months from the date of hire;
- Standard First Aid Certification within six months from the date of hire;
- Mandatory Criminal Records check prior to starting within this position;
- Willingness to take training / courses to further enhance skills as needed;
- Ability to work a flexible work schedule when required.

**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](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."*