



EMPLOYMENT OPPORTUNITY

OPEN TO THE PUBLIC WITH PREFERENCE TO TH CITIZENS

AOC Events & Consultations Assistant

Department: Governance & Executive Operations

Location: Tr'ondëk Hwëch'in Offices – Dawson, YT

Posting Date: April 11, 2024

Standard Hours Bi-Weekly: Auxiliary On-Call

Start Date: Immediately

End Date: August 30, 2024

Salary: Level 7 Step 1 (\$44.22 hourly)

Closing Date: Ongoing

Under the direction of the Events and Consultations Coordinator, this position is responsible for assisting with the coordination of regular and special events of Tr'ondëk Hwëch'in Government. The main objective of this position is to ensure a holistic, quality-oriented, and culturally affective approach is taken while coordinating symbolic and significant events such as the Moosehide Gathering. This includes but is not limited to responsibility for leading the recruitment, scheduling, and management of volunteers, and for ensuring quality client and customer service delivery. The position will be responsible for set-up and tear-down as well as assisting with assigned duties during symbolic and significant events. To support the external facing events, ceremonies and consultation work, the candidate is required to be involved in using planning and organizing software and completing a multitude of supportive administrative tasks.

An Eligibility List may be established from this competition – the duration of the eligibility list may be up to 12 months. The eligibility list may be used to fill future permanent full-time, permanent part-time, temporary full-time, temporary part-time, term, or auxiliary on-call vacancies within the same department and classification based on the organizational needs by going the next highest ranked candidate until the eligibility list expires.

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. Applications will not be accepted without a cover letter and resume.

Essential Qualifications:

- Grade 12 (or equivalent) combined with coursework in Project Management, Event Planning, Office or Business Administration or a related discipline plus a minimum of 1 year work experience in an office administrative assistance role. An equivalent combination of education, training, skills, and experience may be considered.
- Practical experience in planning, coordinating, and implementing events or projects.
- Demonstrated experience using MS Office including Excel, Outlook, and Word.
- Experience in funding raising, proposal writing, research, and reporting.
- Experience in minute-taking and/or transcribing, an asset.
- Experience using and moderating Videoconferences and Teleconferences, an asset.
- Experience with MS365 and Teams and/or SharePoint and Adobe Pro, an asset.
- Good working knowledge of Tr'ondëk Hwëch'in social structure, culture, and traditions.

Assets:

- Excellent time management and organizational skills.
- Ability to coordinate several activities simultaneously.
- Ability to foster trust and acceptance and encourage involvement on a volunteer basis.
- Ability to work independently in meeting responsibilities and priorities.

Conditions of Employment:

- Criminal Records Check.
- Class 5 Driver's License with a Clear Driver's Abstract.
- Standard First Aid Certification

A detailed job description is available upon request.

For more information, contact Human Resources or visit our website at: Trondek.ca

Phone: (867) 993-7100 Send inquiries to: 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."*