



EMPLOYMENT OPPORTUNITY

OPEN TO THE PUBLIC WITH PREFERENCE TO TH CITIZENS

Competition #: 2024-05-001

Heritage Sites Coordinator

Department: Heritage

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

Posting Date: May 1, 2024

Standard Hours Bi-Weekly: 75

Start Date: Immediately

End Date: November 4, 2024

Salary: Level 7 Step 1 (\$3,316.50 biweekly)

Closing Date 4:00pm (YST): May 14, 2024

Reporting to the Director of Heritage, this position is responsible for coordinating Tr'ondëk Hwëch'in heritage sites and for programming that occurs in other heritage sites within the Tr'ondëk Hwëch'in Traditional Territory. The incumbent will supervise the Heritage Site Caretakers and carpentry crews located at any of the heritage sites.

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:

- Post-Secondary Diploma/Certificate and/or extensive experience working in the Heritage/Cultural Resource Management field, historic sites management, land-based tourism, or similar field of study. Or Red Seal and/or valid journeyperson carpenter certification with five (5) + years' experience working in historic sites carpentry, maintenance, planning, coordination may be considered. An equivalent combination of knowledge, skills and experience may also be considered.
- Knowledge of Yukon First Nations and the community's heritage, traditions, and history.
- Ability to manage projects and program budgets and multi funder budgets.
- Strong written and oral communication skills including technical writing, proposals, presentations, etc.
- Experience in organizing and prioritizing work commitments and meeting deadlines.
- Experience in staff supervision and carpentry apprenticeship mentoring.

Assets:

- Excellent listening and communication skills, both verbal and written.
- Ability to foster unity and trust among Tr'ondëk Hwëch'in membership, staff and citizenship.
- Ability to make recommendations, presentations and communicate ideas effectively.

Conditions of Employment:

- Criminal Record Check with Vulnerable Sector screening.
- Advanced Wilderness First Aid Certificate.
- Class 5 Driver's License and clear driver's abstract; class 4 (an asset).
- Basic knowledge of Canadian and Yukon Building Codes or a willingness to learn.
- ATV Safety training, Boat Safety training, Pleasure Craft Operator License, Chainsaw operation, helicopter safety and other related training courses, or willingness to obtain.
- Willingness to take training and keep current in building maintenance and safety practices, and in safe operation of power tools and equipment.

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."*