



EMPLOYMENT OPPORTUNITY

OPEN TO THE PUBLIC WITH PREFERENCE TO TH CITIZENS

AOC Administrative Assistant to Council

Department: Executive, Governance and Operations

Posting Date: July 17, 2023

Standard Hours: Auxiliary On-Call

Start Date: Immediately

End Date: Ongoing

Salary: Level 6 Step 1 (\$40.06/hour)

Closing Date: Ongoing

Under the direct supervision of the Executive Assistant, the primary role of the AOC Administrative Assistant to Council is to provide clerical and administrative support to TH Council, Elders Council and Youth Council. These duties largely focus on administrative support for Council meetings, general administrative, minutes taking and clerical support to TH Council.

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) and completion of post-secondary diploma and/or coursework in Business Administration, Office Administration, Indigenous Governance, Public Administration or a related discipline. An equivalent combination of education, knowledge, skills and experience will be considered.
- A minimum of 1 year's work experience in an executive administrative assistant role.
- Demonstrated experience in minute-taking and/or transcribing.
- Demonstrated experience using MS Office including Excel, Outlook and Word.
- Knowledge and experience of practices and procedures associated with working within a First Nation Government.
- Ability to work under pressure in a rapid paced work environment with shifting priorities.
- Ability to meet deadlines, problem solve, and plan strategically.
- Excellent time management and organizational skills.

Assets:

- Demonstrated experience using and moderating Videoconferences and Teleconferences, an asset
- Experience with Microsoft 365, Teams and/or SharePoint and Adobe Pro, an asset.
- Good working knowledge of Tr'ondëk Hwëch'in social structure, culture, and traditions.
- General working knowledge of Tr'ondëk Hwëch'in's Land Claims Agreements, self-government agreement and implementation agreements and constitution.

Conditions of Employment:

- Criminal Records Check.
- Driver's License Class 5 with clear driver's abstract.
- Standard First Aid Certification.
- TH101 cultural awareness training.

A detailed job description is available upon request.

For more information, contact Human Resources

Phone: (867) 993-7100 – EX: 126 or 133 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."*