



EMPLOYMENT OPPORTUNITY

OPEN TO THE PUBLIC WITH PREFERENCE TO TH CITIZENS

Competition #: 2024-03-009

Education Administrative Coordinator - Term

Department: Education

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

Posting Date: March 28, 2024

Standard Hours Bi-Weekly: 75

Start Date: Immediately

End Date: March 31, 2026

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

Closing Date: Until Filled

Reporting to and under the direction of the Director of Education, the Administrative Coordinator is responsible for supporting the Department of Education's Early Learning, K-12 and Adult Learning & Employment units. The incumbent performs tasks related to finance and procurement processes, community engagement, event planning, records management, meeting support, asset management and communications. The incumbent administers external funding agreements, including proposal writing, liaising with funders, financial tracking and meeting reporting requirements.

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 in administration, communications, office management, accounting or a related field. An equivalent combination of education, knowledge, skills and experience may be considered.
- A minimum of two years of experience working in an office setting, preferably in a First Nations government environment.
- Good knowledge and understanding of TH social structure, culture, values, and traditions.
- General working knowledge (or willingness to learn) of the TH Final Agreement, Self-Government Agreement, other implementation agreements and the TH Constitution.
- Experience in office administration and providing excellent customer service.
- Demonstrated experience using MS Office, including Excel, Outlook and Word; experience with Microsoft 365, Teams, SharePoint and Adobe Acrobat Pro is an asset.
- Good understanding of financial processes and procedures with ability to fulfil paperwork requirements.
- Strong technical writing skills with experience and proficiency in proposal writing and reporting.

Assets:

- 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 with excellent attention to detail.
- Ability to establish and maintain effective, professional working relationships with staff, citizens, external organizations, and the public.

Conditions of Employment:

- Ability to maintain confidentiality.
- Criminal Records Check.
- Class 5 driver's license with a 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 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."*