FIRST NATION OF NA CHO NYAK (FNNND)

Position Title: Heritage Technician (Heritage Sites)
Department: Heritage and Culture
Supervisor: Manager, Heritage and Culture Department
Status: Regular Full Time (Two Year Term Position)
Classification: Level 5

A  Job Summary

Reporting to the Manager of Heritage & Culture, this position will serve as steward of our heritage sites and ensure that they are managed in a way that is consistent with our values and culture. This includes trails, camps, the Old Village, heritage buildings and other areas that are important to us. The work will involve planning for the management of these areas, promoting use and stewardship and awareness and supervising seasonal work crews.

B  Main Duties

1) Conduct Interviews with Elders and knowledge holders
2) Document traditional knowledge, land based information;
3) Manage these sites in a way that is consistent with our values and culture.
4) Contribute land based information to other processes (land use planning, YESAB)
5) Coordinate the development of management plans for these areas

C  Impact / Accountability:

This position requires the ability to organize and prioritize tasks, to meet deadlines; ability to work with minimal supervision; work in a team environment; and act in a culturally sensitive manner. Most importantly, they must be dedicated to the Northern Tutchone traditional principles of sharing, caring, learning and teaching.

D  Decision Making:

Incumbent will exercise discretion when working with community members and elders and will take steps to ensure that our Northern Tutchone heritage and culture is treated respectfully and confidentially when needed.
Appendix A

E  Key Personal Contacts and Nature of Contacts:

<table>
<thead>
<tr>
<th>WHO</th>
<th>Nature of Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elders</td>
<td>Traditional cultural rules apply</td>
</tr>
<tr>
<td>NND Citizens</td>
<td>Create awareness of heritage and culture events, projects, etc.</td>
</tr>
<tr>
<td>Chief and Council</td>
<td>May be asked to exchange information</td>
</tr>
<tr>
<td>Executive Director</td>
<td>May be asked to exchange information</td>
</tr>
<tr>
<td>Manager, Heritage and Culture</td>
<td>To receive direction from and report to</td>
</tr>
<tr>
<td>Staff</td>
<td>To provide advice and direction regarding heritage and culture activates, events, etc.</td>
</tr>
<tr>
<td>First Nation Organizations</td>
<td>Maybe asked to provide and exchange information.</td>
</tr>
</tbody>
</table>

F  Positions to Supervise:

- Seasonal work crews

G  Working Conditions:

This position is located in an office environment. The candidate must function in a courteous and tactful manner and be able to handle a number of projects at the same time and this can be stressful at times.

Intense mental concentration is required in the performance of a wide range of specific functions for example writing proposals and their reporting requirements as well as coordinating and scheduling events. The incumbent may often deal with persons who are emotionally upset or who may be under the influence of a substance which may alter their behavior. This position is required to meet deadlines occasionally. There may be a need to work overtime and weekends to meet program needs and occasional lifting and transporting supplies. There may be the requirement to deal with individuals with substantially different values and beliefs. There is a requirement for frequent travel within the community and the requirement to work outside for outdoor recreational activities.

H  Qualifications:

1) Education & Experience:
   - Grade 12 Academic.
   - An equivalent combination of education and training and work experience preferably in a First Nations work environment.
   - Knowledge of places that are important to NND people

2) Office Equipment Skills:
   - Computer skills (Microsoft Office programs)
   - Phone & email

3) Specific Skills:
Appendix A

- Incumbent must have knowledge of FNNND’s history, culture and land
- Conducting interviews
- Project management
- Supervising work crew

I Conditions of Employment:

- Valid Class 5 Driver’s License
- Driver’s Abstract
- Security Clearance
- Employee Code of Conduct
- IT Policy