



EMPLOYMENT OPPORTUNITY

Position – Heritage & Culture Officer

Department: Heritage

Posting Date: March 16, 2020

Standard Hours Bi-weekly: 75 hours

Start Date:

Salary: Level 6, (\$29.60), based on experience

Closing Date: March 30, 2020

SUMMARY:

Reporting to the Heritage Manager, this position is responsible for maintaining and monitoring the heritage and culture programming plans in the implementation of the FN Final Agreement Chapter 13. This includes project schedules, work hours, budgets and expenditures. The scope of the position is to promote awareness, appreciation, respect and understanding of all aspects of the Northern Tutchone heritage and culture; which includes collecting, recording/transcribing, archiving and preserving traditional knowledge and oral histories of places with cultural significance for the Northern Tutchone people.

QUALIFICATIONS:

- A bachelor's degree in business or related field of study and/ or;
- Three years experience in related field;
- Knowledge of UFA, FNNND Final and Self – Government Agreements;
- In-depth knowledge FNNND First Nation social structure, traditions and cultural values and education affecting First Nation's people;
- Knowledge of and ability to lead, direct and coordinate program and delivery are essential; and
- Good general management and supervisory skills are required, as are strong interpersonal skills for problem solving and conflict resolution.

CONDITION OF EMPLOYMENT:

- Oath of Confidentiality and Code of Conduct and other NND Policies as required;
- Valid Class 5 Driver's License and Abstract;
- Criminal Record Check – Vulnerable sector

A detailed job description is available upon request

For more information, contact Millie Olsen, Human Resources

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Location: 101 Future Rd, C-6 Subdivision

We thank all applicants, but only those selected for further consideration will be contacted.