



## EMPLOYMENT OPPORTUNITY

### Position – Manager, Heritage and Culture

Department: Heritage and Culture

Posting Date: March 16, 2020

Standard Hours Bi-weekly: 75 hours

Start Date:

Salary: Level 8, (\$36.28), based on experience

Closing Date: March 30, 2020

### SUMMARY:

Reporting to the Executive Director, this position is responsible for the supervision of staff and for providing direction in the development and delivery of NND Heritage and Culture programs and projects. The Heritage and Culture Department is responsible for the implementation of Chapter 13 of the FNFA, and the 5 Year Heritage Strategy and Implementation Plan. This includes: promoting awareness, appreciation, respect and understanding of all aspects of Northern Tutchone heritage and culture, promoting the recording and preservation of traditional knowledge and oral histories and the creation of management plans for places of 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.**