



First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

COMPETITION #: 9130-24-313-43

Position: HERITAGE AND CULTURE COORDINATOR

Department: Lands, Resources and Heritage

Location: Government House, Mayo, Yukon

Status: Regular Indeterminate

Hours: 75 Hours Bi-Weekly

Posting Date: January 31, 2024

Closing Date: February 14, 2024

Job Description: <https://www.nndfn.com>

THE OPPORTUNITY

This is an opportunity to collect, record/ transcribe, archive, and preserve the traditional knowledge and oral histories of the First Nation of Na-Cho Nyäk Dun within cultural significance of the Northern Tutchone people. You will assist in developing and implementing FNNND programs and special projects pertaining to Northern Tutchone heritage and culture.

THE PERSON

We are seeking someone who is passionate in promoting awareness, appreciation, respect and understanding within all aspects of the Northern Tutchone heritage and culture. You will assist in gathering information, liaising internally and externally, monitoring and may provide reporting on programs and special projects that are equitable and efficient in First Nation culture and traditions. You are a highly motivated person who thrives in engaging within community and actively participates in developing and implementing interpretive program planning that may include events, tours, and cultural activities.

QUALIFICATIONS

You will have Grade 12 or equivalent, post-secondary education or training in business administration and/ or three to five years of experience within a related field. We are looking for someone who has knowledge of FNNND social structure, traditions, and cultural values with familiarity of the Yukon Umbrella Final Agreement and FNNND Final and Self-Government Agreements with strong interpersonal communication skills.

ANNUAL SALARY RANGE: \$ 64, 920.00 - \$ 85, 608.00 Annually [\$ 33.18 - \$ 43.75 /hr]

The FNNND offers a competitive benefits package including shared pension contributions, extended health, and dental plan.

If you are interested in this opportunity, please send cover letter and resume to:

Ronalda Moses
Human Resources Adviser
First Nation of Na-Cho Nyäk Dun
Box 220, Mayo, Yukon Y0B 1M0
E-mail: hr@nndfn.com
Phone: 867-996-2265 ext. 121

Please note: In order for your application to be considered you must be a resident of Canada. Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens. Although we thank all those who apply only those selected for further consideration will be contacted.

FIRST NATION OF NA CHO NYAK DUN (FNNND)

POSITION TITLE: Heritage and Culture Coordinator
DEPARTMENT: Lands, Resources and Heritage
SUPERVISOR: Heritage Manager
DATE: January 2024
STATUS: Regular Indeterminate
CLASSIFICATION: Level 6

Job Summary

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. The incumbent will assist in developing and implementing programs and special projects pertaining to Northern Tutchone heritage and culture.

Main Duties

- Ensure work plans, inclusive to project programs, are effectively monitored and implemented collectively among support staff in the heritage and culture division.
- Assist supervisor in reporting in gathering information for program and services transfer agreement (PSTA) negotiation process pertaining to heritage.
- Assist in the development and submission of proposals to appropriate funding agencies.
- Ensure that FNNND Heritage and Culture Programs are delivered respectfully, equitably, and efficiently with due regard to First Nation culture and traditions among other staff in the division.
- May represent FNNND on various boards and committees, as required.
- Liaise with other departments, other First Nations and/ or with government agencies involved in the development and delivery of Heritage and Culture programs.
- Develop programming (project basis) strategies, adherence to frameworks and all documentation is maintained appropriately for each project (i.e., project research, risk assessment, calendar timeline).
- Ensure heritage and culture database development and archive collection are monitored, maintained, and updated.
- Develop or implement Heritage Sites Management plans for FNNND sites including Old Village, Fraser Falls, McQuesten Village and Lansing Post.
- Develop and implement interpretive and programming plans that will engage citizens and visitors that include special events, tours, and cultural activities.
- Assist in the development of educational materials in relation to culture and heritage curriculum.
- Other duties pertaining to the research, development and analysis of Heritage and Culture program information and issues as required.

Qualifications

Education & Experience:

- Grade 12 or equivalent, post secondary education or training in business administration and/ or three to five 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.
- Strong interpersonal skills for problem solving and conflict resolution.

Office Equipment Skills:

- Computer skills (Microsoft Office)
- Phone, fax, photocopier

Specific Skills:

- Must have good wilderness travel skills and a willingness to be in the field in all seasons.
- Good interpersonal communications (including oral and written, problem solving and conflict resolution).
- Ability to work effectively both independently and as part of a team.
- Knowledge of records management, minute taking and other administrative procedures.
- Ability to work on tight timelines.

Decision Making

Goals, objectives and long-term priorities for this position are determined by existing policies, procedures, and applicable laws that govern the heritage and culture field. Position works with considerable latitude in responding to that direction, devising new approaches, courses of action and program policies to achieve established goals and objectives. The incumbent provides advice, guidance and assistance on heritage and culture matters affecting the citizens of FNNND.

Impact / Accountability

The intended impact of the work for this position is on the quality of heritage and culture programs delivered to FNNND citizens. This position provides the supervisor with recommendation on decisions and directions as required and can have a significant impact on the organization and on the health and well-being of citizens. Poorly thought-out decisions or recommendations can impact the FNNND Government's ability to effectively manage heritage and culture programs and services, thereby impacting the citizen's confidence and credibility in the FNNND Government and Council.

Key Personal Contacts and Nature of Contacts

<i>WHO</i>	<i>NATURE OF CONTACT</i>
Elders	Traditional cultural rules apply
FNNND Citizens	Create awareness of heritage and culture events, reports and other efforts
Council	May be asked to exchange information with
Executive Director	May be asked to exchange information with
Senior Management Team	May be asked to provide advice and reports to
Staff	To provide advice and direction to
First Nation Organizations	To provide and exchange information.
Federal, YTG, Private Business Sector and Industry	To exchange and receive information on regrading culture and heritage

Positions to Supervise

None

Working Conditions

The incumbent works in a normal office environment. The incumbent is often required to meet regular and critical deadlines, which will occasionally require overtime. Sometimes spiritual stress will be encountered when responding to inquiries and aiding citizens who are experiencing crisis, which will require high levels of concentration and constant interruptions. The incumbent may encounter angry or emotional individuals upset with the current heritage and culture programs based on opinion of value. The incumbent may be required to travel to meet the needs of the program.

Conditions 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.