

# Employment Opportunity

## **Title: Executive Director – Asek Renewable Resource Council**

Location: Haines Junction, Yukon

Hours: Fulltime/Permanent - 37.5hr/week

Wage: TBD (benefits included pending completion of 6-month probationary period)

The Asek Renewable Resource Council (ARRC) is established by the Champagne & Aishihik First Nations (CAFN) Final Agreement as the “primary instrument for Renewable Resources management” within the Champagne & Aishihik Traditional Territory. The Council is comprised of six community members appointed by the First Nations and Government of Yukon.

### **Duties:**

Reporting to the ARRC Co-Chairs, this position is responsible for carrying out all administrative duties for the Council. This position manages and directs the day to day activities of the Council and ensures that Council is meeting its mandate as laid out within the Champagne and Aishihik Final Agreement. The successful candidate will have completed an administrative program or equivalent education and/or experience.

The Executive Director is responsible for a wide variety of tasks including but not limited to;

- Meeting Coordination and Minute Taking
- All Administrative duties including record keeping, communications, research, proposal writing, drafting annual reports, workplans and recommendations
- All financial management, budgeting and bookkeeping duties as well as preparing all financials for an annual audit
- Openness to work in an outdoor environment assisting with RRC projects and attending on the land General Assembly’s and Workshops etc.

### **Essential Qualifications:**

Please submit your resume clearly demonstrating how you meet the following essential qualifications:

- Experience using Microsoft Word and Excel;
- Superior oral and written communication skills;
- Minute taking skills;
- Proven ability to work independently and with minimal supervision;
- Awareness and knowledge of Yukon First Nation’s culture and history and the Umbrella Final Agreement, specifically Chapters 16 and 17 of CAFN’s Final Agreement;
- Financial management skills, including general accounting and budgeting, experience in bookkeeping, preparing accounts payable and reconciling accounts

### **Desired Knowledge, Skills and Suitability:**

This position requires a dynamic individual with professional work ethics and the ability to manage and complete a wide variety of tasks on a daily basis. The candidate should have a personal passion and understanding of living off the land and values such as hunting, trapping, fishing and resource management. The candidate must be willing to work a variety of hours including evenings and weekends. Candidates should;

- Be Familiar with and reside within the Champagne and Aishihik Traditional Territory;
- Passion for and broad knowledge of fish, wildlife and forestry management issues within the Yukon;
- Have Strong organizational and time management skills;
- A valid Class 5 Drivers License

### **Conditions of Employment:**

The candidate must obtain a Criminal Record Check before hire. This is a permanent full-time position based on 37.5 hours weekly, which may include evening and weekend hours. This position is contingent upon continued government funding. Preference will be given to candidates that reside within the Champagne and Aishihik Traditional Territory.

### **How to Apply:**

Email your cover letter and resume to [admin@alsekrrc.ca](mailto:admin@alsekrrc.ca) or drop off in person at the Asek RRC office located at 180 Alaska Highway, Haines Junction, Yukon.

**Deadline to Apply is 4:30pm March 6, 2020.**

We appreciate your interest but only those individuals selected for an interview will be contacted.

This Job Description and a detailed list of Executive Director duties can be found at <http://www.alsekrrc.ca/job-opportunities.html>