



## EMPLOYMENT OPPORTUNITY

### Assistant Capital Director (Capital Department)

#### Permanent-Full Time

#### Qualifications:

A grade 12 academic with successful completion of at least two years post-secondary education in the area of building engineering, construction, project management or a related field of study OR several years' experience in this field, either paid or volunteer service, OR an equivalent combination of education, training, and work experience, and experience working with First Nations.

#### Job Knowledge and Condition of Employment:

- Understanding of the principles of project management, financial management and asset management
- Knowledge of LSCFN's history, culture, demographics, goals and aspirations
- Knowledge of Dän K'i and our Traditional Values of Caring, Sharing, Respect & Teaching
- Valid Class 5 Yukon Driver's License
- Occasional Travel outside of the community

#### Main Duties:

- Reporting to the Capital Director, the Capital Assistant Director is to provide administrative support to the Director to help promote efficient and effective operation of the department by:
- Assisting with implementing the decisions, strategic plan and policies of Chief & Council;
- Developing short- and long-term plans and strategies to meet the capital, infrastructure and housing needs of LSCFN;
- Assisting the Director with consulting, liaising, and facilitating between departmental staff, the LSCFN Chief & Council, and the community in all matters to do with capital, infrastructure and housing of the FN;
- To assist the Director by taking part in the recruitment, hiring, hearing grievances, solving of conflicts, disciplining, or dismissal of staff for the department;
- Assisting with the communication with FN members, families, and the community, by participating in staff and general meetings, assisting with compilation of monthly reports and newsletter items, making activity schedules available, and attending regular and special meeting of the FN.
- Assist to engage with other governments, agencies, and organizations who can provide resources and support in the fulfillment of the department's plans and strategies
- Assist in the negotiation of service, support, and supply agreements with other governments and agencies
- Research and make recommendations related to the purchasing options for equipment, materials, and services required by the department
- Thoroughly prepare for, attend and actively participate in all departmental meetings  
LSCFN Recruitment Policy will apply.

#### What we can offer you:

**Annual Salary \$95,388.00 - \$115,000.00**

RRSP matching competitive retirement contributions

Comprehensive benefits package, Medical, Dental, Vision benefits

Expected hours of work Monday to Friday 8:30 to 4:30 with some flexibility in line with the needs of the program.

If you are interested, please submit your expression of interest along with your resume by 4:30P.M. Aug. 22, 2022

to: **Doris Johnson, Human Resource Officer**

**Little Salmon Carmacks First Nation**

**PO Box 135, Carmacks Y.T. Y0B 1C0**

**Phone: (867)863-5576 ext 280 Fax: (867)863-5710**

**Email: resume@lscfn.ca**

Please contact us if you require a job description.