



Little Salmon Carmacks First Nation

Together today for our children tomorrow.

January 18, 2023

Employment Opportunity

**Executive Director
2 Year Term Full-Time**

Salary: \$145,017.60-\$174,028.40

Qualifications:

Completion of Grade 12 with four to five years of experience working in a senior position in First Nation public administration or, successful completion of a degree in Public or Business Administration, or an equivalent combination of training and experience; knowledge of Yukon and LSCFN government systems and Land Claims and other related agreements; knowledge of LSCFN history, culture, demographics, goals and aspirations; knowledge of general management practices; knowledge of Human Rights Legislation; knowledge of Federal Labour Laws; knowledge of contract negotiation.

Duties:

- Directs the activities of LSCFN by;
- Providing direction to all departments in carrying out the annual goals, objectives, priorities and strategies of Chief and Council;
- Developing, implementing, monitoring and evaluating departmental policies and procedures and assisting with the development of laws and regulation as directed;
- Ensuring that any laws, policies, procedures, and regulations regarding governmental activities are enforced and adhered to;
- Working closely with the Finance Director regarding the monitoring and control of budgets within the office.
- Act as a liaison for Chief and Council through communication with other First Nations, organizations, boards and committees, agencies and officials of Federal and Territorial Governments. Ensuring the LSCFN citizens are aware of Council's plans, directives and policies;
- Meeting with Program Directors on a regular basis to review program activities, establish priorities, and any other items of concern
- Report and liaison with Chief and Council on the daily operations of the First Nation, provide Chief and Council with all relevant information and briefings on all on operations through comprehensive reports in writing and orally;
- Keep Chief and Council apprised of all issues and concerns that relate to the functioning and priorities of the FN operation;
- Assist Directors, in the development and coordination of program goals and objectives, operational plans and program indicators for a variety of programs;
- Performs other related duties.

Housing available; LSCFN preferential hiring policy will apply; Must provide a criminal record check and a valid class 5 driver's license

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

Feb. 13, 2023 to: Attention: Doris Johnson, Human Resource Officer;
PO Box 135; Carmacks Y.T. Y0B 1C0
Phone: (867)863-5576 ext 280 Fax: (867)863-5710
Email: resume@lscfn.ca

If you require a job description, please contact our office.

While LSCFN thank all applicants, **only those candidates selected for an interview will be contacted.**