



# Little Salmon Carmacks First Nation

Together today for our children tomorrow.

---

November 7, 2022

## **EMPLOYMENT OPPORTUNITY**

### **Assistant Director of Lands and Resources Lands and Resources Department Permanent-Full Time**

#### **Qualifications:**

The Assistant Director of Lands and resources must possess a degree or diploma in Land use planning, environmental sciences, environmental law, public administration, or equivalent years of work experience; Must have a thorough understanding of LSCFN's Final Agreement, Self-Government Agreement and all territorial and federal legislation related to the management of lands and resources in LSCFN's traditional territory; Knowledge of LSCFN's history, culture, demographics, goals and aspirations; Knowledge of Dän K'i and our Traditional Values: Caring, Sharing, Respect & Teaching; Must possess exceptional written and verbal communication skills; **Valid class 5 Driver's License.**

#### **Main Duties:**

Reporting to the Lands and Resources Director, the Assistant Director acts with considerable independence performing duties consistent with the position description and other duties as requested by the Director. The Assistant Director assists with supervising, advising, counselling, consulting, facilitating, Lands staff and the community in matters pertaining to Fish and wild life, Heritage and Land matters. Assisting the Director in implementing and defending LSCFN's Final and self-Government Agreements., and assists the Director with directing and managing staff and programs and provide administrative support to help promote efficient and effective operation of this department by:

- Assisting with implementing the decisions, strategic plan and policies of Chief & Council;
- Setting goals and objectives for Lands and Resources programming for the FN, and developing long-term plans and strategies to implement the plans;
- Assisting the Director with planning, designing, developing, establishing, implementing, monitoring, directing, and evaluating all programs and initiatives;
- Assisting the Director in promoting LSCFN's Final and self-government agreements.
- Assisting the Director with consulting, liaising, and facilitating between Lands staff, the LSCFN Chief & Council, and the community in all matters to do with Fish and Wildlife, Heritage and Lands matters of the FN;
- Assist with ensuring the planning, promotion and arrangements for projects and events such as workshops reflecting cultural and Heritage.
- 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, 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.
- Other Administrative duties as required in the job description.

**LSCFN Recruitment Policy will apply.**

#### **What we can offer you:**

- ✓ **Annual Salary \$95,388. - \$115,000.**
- ✓ **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. Nov.21, 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](mailto:resume@lscfn.ca)

Please contact us if you require a job description.

---

### **Caring, Sharing, Respect and Teaching**

Post Office Box 135, 52 N̄jn̄r̄ò, Carmacks, YT, Y0B 1C0  
Phone (867)863-5576 Fax (867)863-5710