



# Mt Nansen Project Coordinator

(Permanent Full-time)

Annual Salary \$68,814.20-\$82,573.40

## Qualifications:

Grade 12 or equivalent, experience in an office environment and experience relating in mining environmental issues; Experience in coordinating community activities; must have considerable experience in working with representatives of various types and levels of government; The worker shall possess basic understanding of financial administration through previous working experience or coursework; Must have well developed oral and ; written communication skills;

Knowledge of Microsoft Word& Excel; Class 5 Driver's license required.

## Duties:

To coordinate the LSCFN involvement in the Mt. Nansen remediation project:

- Coordinating Little Salmon Carmacks First Nation input to the mine closure planning process;
- Acquiring technical advice and an internal technical advisory as required to support Little Salmon Carmacks FN decision making in the closure planning process;
- Coordinating community meetings, information sessions and workshops on closure objectives, closure alternatives and options, traditional knowledge;
- Disseminating information about the mine site and the closure planning process to First Nation citizens;
- Maintaining a library of relevant reports, studies and documentation in the community;
- Coordinating local hire where required for closure planning related work;
- Liaising with the joint YG-Canada Type II office;
- Contributing to the development of the closure plan and other functions as may be requested by the Assessment and Abandoned Mines office in Whitehorse.
- Coordinate and maintain any reports at request of Chief & Council – LSCFN as per a predetermined schedule or upon emergent matters for said Council.
- Act as the LSCFN representative on the any technical committees and report to Chief and Council any findings relating to that function.
- Prepare Task Report upon completion of each task or group of tasks, and prepare year-end report.

## What we can offer you:

- Term Position/ Full-time August 2022 till project completed
- Annual Salary \$68,814.20-\$82,573.40
- Expected hours of work Monday to Friday 8:30 to 4:30

**LSCFN Recruitment Policy will apply.**

If you are interested, please submit your expression of interest along with your resume by 4:30 P.M., August 2, 2022 to:

Attention: 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)

If you require a job description, please feel free to contact us.

