



Selkirk First Nation

P.O. Box 40, Pelly Crossing, Yukon Territory Y0B 1P0
Phone: (867) 537-3331 Fax: (867) 537-3902



Employment Opportunity

Position: Executive Director
Salary: \$88,561 to \$105,614 per annum
Status: Full-Time Permanent
Closing Date: Until Filled

Job Summary

Reporting to Chief and Council, the Executive Director is the most senior management position in the Selkirk First Nation organization and serves as strategic advisor to Chief and Council while also providing management and administrative oversight and direction to the organization as it implements strategic priorities and delivers the day-to-day services, operations, and programs to Selkirk First Nation citizens. The position is the key link between the Chief & Council and the First Nation Administrative organization.

Education and Experience

** Please note that equivalent combinations of education and experience will be considered**

The ideal candidate will have:

- A degree in Public or Business Administration or related field; and
- Substantial senior management experience, preferably with First Nation Government(s)

Knowledge and Skills

- Excellent leadership, financial management, and human resource management skills.
- Well-developed written and oral communications skills, including negotiation, conflict management, presentation, and interpretation skills.
- Knowledge of structures, processes, and programs of various levels of government including Federal, Yukon and First Nations organizations
- Knowledge of Land Claims regimes and the various funding sources available to First Nations governments.
- Knowledge and awareness of First Nation culture, traditions, history, demographics, family structures and socio-economic dynamics, challenges, and aspirations.
- Proven ability to establish goals / objectives, long-term priorities, and develop and implement related strategies and work-plans.
- Well-developed interpersonal skills, including the ability to foster trust and acceptance, to build cooperative working relationships and to deal effectively with the media, boards and committees, and other officials from outside the organization.
- Good judgment, critical thinking, cooperativeness, flexibility, tact, and diplomacy.
- Microsoft Office (Word, Excel, Outlook)
- Project Management

Conditions of Employment

Criminal Records Check, Valid Class 5 Yukon Driver's License, willingness to travel, be on-call, and work flexible hours as required.

For additional information or to submit your resume, contact Human Resources Director, Roxanne LaCarte through email at hrdirector@selkirkfn.com

Please be advised that the primary method of communications with applicants will be by email, and only those who are being considered will be contacted. Selkirk First Nation hiring policies will apply.