



Selkirk First Nation

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



Employment Opportunity

Position: Director of Governance
Salary: \$80,516.80 to \$96,005.00 per annum
Status: Full-Time Permanent
Posting Date: Until Filled

Job Summary

Reporting to the Executive Advisor to Chief & Council the Director of Governance manages the Governance Department and oversees the First Nation's Governance services, including; organizational policy development, SFN legislation and regulations, citizenship and enrollment, internal and external communications, inter-governmental relations, SFN's Constitution, coordination, collation, preparation and monitoring of SFN Strategic Plan, oversight management and administration of Councils, Boards and Committees, external funding proposal and administration, implementation of the Selkirk First Nation Self-Government Agreements, provides support for Executive Advisor in the oversight of the Financial Transfer Agreement.

The Governance Department also is responsible for the management of elections, referendums, Assemblies, community consultations and awareness meetings, community affairs and enquiries, special events, orientation of new members of Councils, and providing ongoing assistance to the Elders and Family Heads Councils.

Education and Experience

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

The ideal candidate will have:

- In-depth knowledge of SFN governance structures, land claims agreements, legislative/policy requirements, as well as the traditions and values of the First Nation.
- Experience in managing programs, staff, proposal writing, and financial management.
- Strong interpersonal skills including a high level of tact and diplomacy, mediation, and negotiation.
- Excellent written and oral communications skills.
- Microsoft Office (Word, Excel, Outlook).

Conditions of Employment

Criminal Records Check, Valid Class 5 Yukon Driver's License, willingness to travel.

For additional information and to submit resume contact, Human Resources Director, Roxanne LaCarte 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.