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| POSITION | Negotiations Department Coordinator |
| WAGE/SALARY | \$65,000 to \$69,000 depending on experience and education |
| STATUS/CONTRACT | Full time (72 hour pay period) |
| SUPERVISOR | Manager, Negotiations Department |
| LOCATION | Whitehorse Yukon |
| CLOSING DATE | Until filled |

POSITION SUMMARY

Reporting to the Manager, the Negotiations Departmental Coordinator is a key member of the Taku River Tlingit First Nation (TRTFN) Negotiations Department, providing administrative and communications support to the Manager, and coordination assistance to the full team. The Coordinator is a proactive problem-solver with exceptional communication skills and meticulous attention for details.

DUTIES AND RESPONSIBILITIES

Administrative Support for Manager

- Manages an active calendar of appointments, meetings, and travel on behalf of the Manager, while ensuring evolving details are accurate at all times.
- Acts as a ‘gatekeeper’ for the Manager’s time and availability.
- Proactively works with the Manager to keep them well informed of upcoming commitments and responsibilities.
- Organizes travel arrangements for the Manager including hotels, flights, ground transportation, meeting locations, a detailed travel binder and itinerary.
- Compiles and submits travel and other expense reports in a timely fashion for the Manager.
- Provides notetaking support for the Manager during meetings, as needed.
- Conducts basic research using the internet and other sources on topics pertinent to Negotiations Department programs and projects and presents results in the form of documents or spreadsheets.
- Other tasks as required.

Team Coordination

- Prepares an agenda for weekly Negotiations Department meetings, participates in those meetings as a member of the team, and provides facilitation support at the discretion of the Manager.
- Assists in the planning and delivery of quarterly or annual planning meetings for the Negotiations Department.
- Maintains an online Dashboard for the Negotiations Department.
- Coordinates periodic evaluations of team performance.
- Assists in the development and maintenance of project management processes and filing systems.

Communications

- Liaises with Negotiations Department team members, other TRTFN staff or representatives, and external parties respectfully and professionally.
- Assists in the drafting, editing or proof-reading of letters, briefing notes, memos, and presentation materials as requested by the Manager.
- Assists in the preparation and dissemination of information updates through newsletters, social media channels or other mechanisms.
- Supports special events, such as open houses or workshops.
- Maintains professionalism and strict confidentiality with all materials.

Office Management

- Liaises with property manager, as needed.
- Maintains office supplies and equipment.
- Provides timely assistance to the Manager for computer upgrades and repairs.

EDUCATION, SKILLS AND EXPERIENCE

- Grade 12 equivalent and at least 1 year of work-related experience.
- Responsible, self-motivated and detail-oriented.
- Ability to assume responsibility, prioritize tasks and meet deadlines.
- Demonstrated ability to work independently and in a team.
- Familiarity with Microsoft Office software (Word, Excel, PowerPoint) and online tools (e.g, Zoom, GoogleDocs, GoogleSheets)
- Good writing, interpersonal and organizational skills.
- Ability to travel occasionally for short business trips to Atlin and to other locations in BC.
- Familiarity with Taku River Tlingit Traditional Territory and community.
- Ability to establish and maintain good working relationships with TRTFN leadership and staff, contractors, and citizens.
- Interest in negotiations.
- Must be located in Whitehorse, YT. Additional arrangements for working from home on a part time basis may be available.

CONDITIONS OF EMPLOYMENT

- Criminal Record Check
- Must be located in Whitehorse, YT. Additional arrangements for working from home on a part time basis may be available.
- References

APPLICATION PROCESS

To submit a resume or obtain further information contact: Email: careers@gov.trtfn.com titled: Negotiations Department Executive Assistant.

- No phone calls will be entertained
- We thank all those who apply but only those who are being considered will be contacted
- Preference given to Taku River Tlingit First Nation Citizens
- We are only able to accept applications from permanent Canadian residents