



Employment Opportunity

POSITION	Negotiations Department Administrator
Annual Salary	\$65,000 to \$75,000
Status/Contract	Full-Time – 2-Year Term Employment
Supervisor	Manager, Negotiations
Work Location	Whitehorse – TRTFN Office – Hybrid Model (3 days in office, 2 days remote)
Closing Date	Open until filled

About the Taku River Tlingit First Nation (TRTFN)

The TRTFN is situated in its traditional lands in the idyllic community of Atlin, British Columbia. The TRTFN is governed through the adoption of a traditional Tlingit clan system of governance. The TRTFN is moving forward as the responsible decision makers of their territorial lands and waters. The TRTFN territory covers over 40,000 sq/km and includes what is now known as British Columbia, Yukon and Alaska/US. Its territory contains high mountains, expansive forests rich with wildlife and salmon filled wild rivers. As responsible decision makers, the TRTFN is embarking on a course necessary to ensure the continuation and advancement of its rights and interests in all matters impacting the traditional territory. This will assist the TRTFN in ensuring the preservation of what is Tlingit.

Position Summary

Reporting to the Manager, Negotiations, the Negotiations Department Administrator member of the Taku River Tlingit First Nation (TRTFN) Negotiations team as it pursues its objective of preserving its natural resources and advancing modernized rights-based negotiations. The Negotiations Administrator contributes to this effort by providing administrative and communications support to the Manager, and assistance to the team as may be required. The Administrator is a proactive problem-solver with exceptional communication and organizational skills.

Duties and Responsibilities

Team Coordination

- Prepares agendas for weekly Negotiations Department meetings, actively participates in those meetings as a team member, and provides facilitation support as may be required.
- Assists in the planning and delivery of quarterly and annual planning meetings for the Negotiations team.
- Maintains an online Dashboard for the Negotiations team.
- Coordinates periodic evaluations of team performance.
- Assists in the development and maintenance of project management processes and records systems.

Communications

- Liaises with Negotiations 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 required.
- Assists in the preparation and dissemination of information updates through newsletters, social media channels and other mechanisms.
- Supports special events, such as open houses or workshops.
- Maintains professionalism and strict confidentiality with all materials.



Employment Opportunity

Administrative Support

- 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.
- Manages an active calendar of appointments, meetings, and travel, 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.
- Other related tasks as required.

Office Management

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

Job Qualifications

- Grade 12 equivalent and at least 2 years of related work experience, Post Secondary education an asset
- Responsible, self-motivated and detail oriented.
- Ability to assume responsibility, prioritize tasks and meet deadlines in a timely manner.
- Demonstrated ability to work independently and in a team.
- Working knowledge of Microsoft Office software (Word, Excel, PowerPoint) and online tools (e.g, Zoom, GoogleDocs, GoogleSheets)
- Demonstrated 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 is an asset.
- Ability to establish and maintain good working relationships with TRTFN leadership and staff, contractors, and citizens.
- Must be located in Whitehorse, YT. Additional arrangements for working under a hybrid model may be available to meet operational and personal needs.

Compensation and Benefits

Full benefits package provided after successful completion of a mandatory 3-month probationary period.

Requirements

- Class 5 Driver's License
- RCMP Criminal Background Check

Applications

To submit a resume and covering letter you may apply by email at: careers@gov.trtfn.com

- We thank all those who apply but only those who are being considered will be contacted.
- Preference will be given to Taku River Tlingit First Nation Citizens.
- We are only able to accept applications from permanent Canadian residents.