



<b>POSITION</b>	<b>CDWAI Community Planner</b>
<b>SUPERVISOR</b>	Chief Administrative Officer & Principal Administrative Officer of Capital Infrastructure, Housing, and Public Works
<b>WAGE</b>	\$65,000 - \$72,000
<b>STATUS</b>	Permanent, full time
<b>Location</b>	Taku River Tlingit First Nation (TRTFN) in Whitehorse, Yukon
<b>Closing Date</b>	Open until filled
<b>Housing</b>	Temporarily accommodation available for the right candidate.

## **POSITION SUMMARY**

Serving Taku River Tlingit First Nation the CDWAI Strategic Planner through the five-year span of the CDWAI initiative works to build capacity for the TRTFN Government and Nation through a holistic approach to community development that puts the First Nation community at the center. The position will work from the Whitehorse office and build capacity for TRTFN in both Atlin BC and Yukon

## **DUTIES AND RESPONSIBILITIES**

- Use a wrap-around model to bring partners (government stakeholders, agencies, NGOs, Foundations) around the table to leverage and align existing programs to support the implementation of TRTFN’s identified priorities.
- Work closely with the Spokesperson, Clan Directors Council, Clan Leaders and Elders, TRTFN Management Team, Finance, HR, and Communications Teams which also includes support consultants TRTFN uses, and provide guidance and support in capacity building strategic planning and proposal development.
- Look at all areas of TRTFN service delivery with a lens for capacity development including coordination with economic development partners, analyze service gaps, financial gaps, cultural integration gaps, and work at strategic planning and fund raising for flexible funding to address these gaps
- In collaboration and partnership with a CDWAI support team and ISC identify the skills and resources required to implement community-driven priorities, and support the development, resourcing and implementation of community development support plans.
- Facilitate community development, stability for governance, through community buy-in, to create financial capacity for service and infrastructure models outside of what ISC’s core programs could provide to date.
- Work with citizens and the CDWAI support team to ensure the feasibility of the activities required to implement priorities within CDWAI’s available funding and timeline.
- Identify priorities that will positively impact TRTFN’s overall well-being. These include areas such as health, infrastructure, culture and language, governance capacity, and economic and social development. One example is support to the planning process associated with the Five Mile Egress Road.
- Plan and facilitate citizen engagement meetings, perhaps where possible coordinated with engagement meetings already planned. Community engagement will require a strong communications component as well including online, possible survey engagement, and print.

- Develop CDWAI measurement instruments and in collaboration with TRTFN, the CDWAI ISC program Counterpart, and all related players ensure all evaluation requirements are met for a continuation of funding annually and particularly to ensure compliance so the initiative will run its five-year course and capacity will be fully established past the five year program cycle.
- This position is meant to evolve as it develops capacity in TRTFN and builds a sphere of partners and funders towards a plan for self-governance and the position needs to consistently do systems analysis and strategic thinking to forward the government towards self-governance in alignment with sustained balanced budgeting.
- Review financial forecasting for TRTFN and measure the initiatives success in meeting key financial targets, ensure all grants, contribution agreement potentials and funding source applications maximally available are accessed and documents are completed and assembled and submitted and do all evaluation, narrative and financial reporting in collaboration with departmental managers. Tie CDWAI planning to work done by TRTFN towards ten year and block funding
- Other related duties as assigned.

### **EDUCATION, SKILLS AND EXPERIENCE**

- A degree in business, public administration, Indigenous governance, finance, marketing, or a related field preferably at a post graduate level with at least two years of planning experience.
- A Tlingit or Indigenous cultural experiential and working background would be a strong asset
- Proven experience as a Strategic Planner
- Excellent interpersonal, communication, and presentation skills.
- Meeting facilitation and records keeping skills
- Problem solving and critical thinking skills
- Able to work independently with minimal day-to-day supervision as well as working within a collaborative team framework.
- Proven ability in proposal development, large scale fund raising, report writing, and evaluation.
- Ability to work seamlessly in a cross-cultural Indigenous working environment
- Knowledgeable of Indigenous cultural practices and reconciliation
- Financial modeling and budgeting analytical and developmental skills.
- Proficiency in MS Office Suite, particularly for drafting documents, data management, maintaining accurate, timely and thorough clinical documentation, and tracking quality improvements

### **CONDITIONS OF EMPLOYMENT**

- Class 5 driver's license
- Satisfactory Criminal Record and proof of COVID-19 vaccination

### **WORKING CONDITIONS**

- Work setting includes the Whitehorse/Atlin TRTFN offices, community meeting venues, stakeholder offices, and potentially on the land
- Interacting and collaborating with TRTFN leaders, elders, citizens, CDWAI partners, government and agency partners, ISC collaborative partner.

### **BENEFITS**

- Included after 3 months of probationary period.

- Benefits include extended medical, eyewear, dental coverage as well as an RRSP matching plan.

### **APPLICATION PROCESS**

To submit a resume or obtain further information contact: Email: [careers@gov.trtfn.com](mailto:careers@gov.trtfn.com)  
titled: CDWAI Strategic Planner.

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.