



EMPLOYMENT OPPORTUNITY

Manager, Education and Culture

Job Classification: Manager, Education and Culture – Full-Time

Competition #: 2023-07

About the Role

Reporting to the Director, the position leads a variety of initiatives for K-12 and for Vuntut Gwitchin students attending post-secondary institutions to ensure we are meeting educational objectives. It further supports cultural knowledge and integration into student learning through land-based initiatives and in-school supports.

What you bring

- A bachelor's degree in education, administration or a related field, or an equivalent combination of experience and training;
- Relevant education experience that includes working with educational policies, processes, and programs to facilitate supplementary initiatives for K-12 and post-secondary learners with a first nations lens, is an asset;
- Experience working in cross-functional teams or with a variety of stakeholders to achieve common goals;
- Experience developing and managing programs and teams and, budgets;
- Experience managing funding programs (including proposals, administration, reporting) is an asset;
- Experience working in a remote, indigenous community is an asset. Experience in Microsoft Office, specifically Excel; and
- Pre-employment verification including Criminal Records and Credit Check.

Working Conditions

- Position is based in Old Crow, YT. Will consider a rotation from Whitehorse, YT including requirement for remote work (at Old Crow).

What we offer

- A supportive and safe work environment;
- Competitive compensation will commensurate with qualifications, up to \$125,000/per annum; and
- Equal opportunity, diverse and inclusive workplace.

Working with Vuntut Gwitchin First Nation

Our mission is to promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship, and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.

The competition will remain open until filled.

Please forward resume to:

Human Resources Department
Vuntut Gwitchin First Nation
P.O. Box 94
Old Crow, YT Y0B 1N0
Email: employment@vgfn.net

A complete job description can be obtained from the VGFN office at Old Crow or requested via email: employment@vgfn.net

Priority will be given to citizens of the Vuntut Gwitchin First Nation.

While we appreciate all applications, only those selected for further consideration will be contacted.



Our mission is to promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship, and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.

POSITION PROFILE

INTRODUCTION	
Position Title: Manager, Education and Culture	Reports To: Director, Human Resource and Development
Dept: Human Resources & Education	Location: Old Crow, YT
Staff: 1-5	Revision Date: February 2023
PURPOSE	
<p>Reporting to the Director, the position leads a variety of initiatives for K-12 and for Vuntut Gwitchin students attending post-secondary institutions to ensure we are meeting educational objectives. It further supports cultural knowledge and integration into student learning through land-based initiatives and in-school supports. The position researches funding opportunities and provides overall management and reporting, ensuring compliance with various agreements. Works collaboratively with department manager and other staff to attain organizational objectives.</p>	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> • Manages the day-to-day operations and department staff. Organizes team activities, communicates work goals, develops plans to accomplish goals, evaluates progress, and distributes information. Promotes capacity development through performance evaluation, encourages individual development, and supports personnel issues and problem solving; • Maintains awareness of external context to inform VGG education policies and to leverage territorial/federal offerings to increase or enhance services. Works with institutions and boards to facilitate and align VGG interests, education services and relationships within the local context; • Collaborates with the Chief Zzeh Gittlit school, community partners (e.g., Yukon University), committees and boards to facilitate supplementary initiatives for K-12 and adult learners; • Manages a program that supports Vuntut Gwitchin students attending post-secondary institutions within and outside of Yukon. This includes strategies to support student success, building partnerships, communicating program goals, and evaluating outcomes to continually improve support for students; • Ensures educational interests and concerns of VGG are expressed by participating on joint initiatives. Maintains partnerships across a variety of stakeholders including other First Nations organizations, boards, councils, and committees, working groups and officials of the federal and territorial governments; 	

- Researches opportunities to access external funding and assists the Director in submitting proposals, managing administration and following through with reporting requirements. Collaborates with the HR Director to develop the annual workplan and budget, oversees departmental purchases, monitors expenditures, and prepares financial reports;
- Supports staff in their work with school staff as well as parents/guardians. Ensures integrated educational processes and individual opportunities are made available for Vuntut Gwitchin students; and
- All other duties, as assigned.

ACCOUNTABILITY & IMPACT

- Department staff are engaged, supported and productive;
- A trusting and personal relationships exists with students, citizens, and external contacts;
- Students (K-12 and post-secondary) are supported to achieve their academic and personal goals;
- Cultural knowledge is integrated into student learning;
- Committees receive accurate information to make informed decisions;
- Political, behavioral, and systematic barriers are overcome to enable success and capacity building;
- Strong financial management and ability to identify funding impact program/student opportunities and
- The VGG Standards of Conduct are modelled and promoted.

FINANCIAL CONTROL

Annual budget under direct control of this position:	Moderate (<500K)
Other responsibilities & influences:	Sole authority to sign contracts and purchase orders < 5k.

WORKING CONDITIONS

Environment:	Work is in a normal office environment where there are few undesirable conditions. Many situations involve the maintenance of confidentiality and require sensitivity and cultural competence.
Physical:	Normal
Hazards/equipment:	None
Travel:	None

This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.

POSITION COMPETENCY PROFILE

Knowledge & Experience	<ul style="list-style-type: none"> • A bachelor’s degree in education, administration or a related field, or an equivalent combination of experience and training; • Relevant education experience that includes working with educational policies, processes, and programs to facilitate supplementary initiatives for K-12 and post-secondary learners with a first nations lens, is an asset; • Experience working in cross-functional teams or with a variety of stakeholders to achieve common goals; • Experience developing and managing programs and teams; • Experience managing programs, budgets, and personnel; • Experience managing funding programs (including proposals, administration, reporting) is an asset; and • Experience working in a remote, indigenous community is an asset.
Behavioral Competencies	<ul style="list-style-type: none"> • Strategic thinking • Developing others • Achieving results • Decision making • Communication • Service orientation • Collaboration • Self-awareness
Conditions of Employment	<ul style="list-style-type: none"> • Criminal Records Check with vulnerable sector check; and • Valid Class 5 Driver’s License.