



EMPLOYMENT OPPORTUNITY

Team Lead, Education and Training

Job Classification: Team Lead, Education and Training – Full-Time

Competition #: 2023-08

About the Role

Reporting to the Manager, the position administers agreements, including the Aboriginal Human Resources Development Agreement (AHRDA-ISETS) on behalf of the Council of Yukon First Nations (CYFN) and other entities. The position assists both department managers to coordinate training and employment activities and opportunities for all Vuntut Gwitchin citizens.

What you bring

- Diploma in Business Administration, Education, or a related field. Equivalent combination of education and experience will be considered;
- Experience performing a range of administrative functions (e.g., coordinating training, meetings or events, records management, processing financial transactions, managing correspondence);
- Experience providing client service by interacting with the public and responding to inquiries;
- Experience in an education or education administration role is an asset;
- Proficient with computer programs including Microsoft Office;
- Experience working in a remote, indigenous community is an asset; and
- Pre-employment verification including Criminal Records Check with Vulnerable Sector Check.

Working Conditions

- Position is based in Old Crow, YT.

What we offer

- A supportive and safe work environment;
- Competitive compensation will commensurate with qualifications, up to \$51.60; 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.



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POSITION PROFILE

INTRODUCTION	
Position Title: Team Lead, Education and Training	Reports To: Manager, HR and Citizen Advancement
Dept: Human Resources & Education	Location: Old Crow
Staff: 2-4	Revision Date: March 2023
PURPOSE	
<p>Reporting to the manager, the position administers agreements, including the Aboriginal Human Resources Development Agreement (AHRDA-ISETS) on behalf of the Council of Yukon First Nations (CYFN) and other entities. The position assists both department managers to coordinate training and employment activities and opportunities for all Vuntut Gwitchin citizens.</p>	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> • Provides administrative support for AHRDA-ISETS funding processes. Works directly with CYFN to submit applications, responds to requests for information and liaises with CYFN to ensure requirements and documentation are complete; • Communicates initiatives and opportunities ensuring citizens are advised and informed about opportunities. Posts career opportunities and information, responds to inquiries, and engages with the community to elicit feedback, share information and, encourage engagement; • Monitors employment opportunities and engages with citizens to match opportunities with skills. Supports the citizen throughout any recruitment process. • Promotes citizen awareness for relevant training and employment opportunities. Assists individuals to write resumes and job applications, and to prepare for interviews; • Receives training requests from staff and citizens in the community and facilitates documentation. Prepares training agreements and facilitates logistics for citizens attending training; • Supports the Manager in an administrative capacity to develop and coordinate training initiatives. Maintains a list of vendors, partners, and products to deliver training. Advertises, co-ordinates bookings and logistical support, organizes equipment and materials, liaises with vendors, presenters, managers, and staff; • Maintains a database to record employee and citizen training activities (including attendance and outcomes); 	

- Maintains a database for employee conditions of employment (e.g., certifications, licenses) and tracks expiry dates. Proactively communicates and supports employees to obtain the required renewals and updates records; and
- Provides the Administrative Assistant with accurate data for preparing financial transactions including purchase orders, cheque requisitions, travel claims and other documentation.

ACCOUNTABILITY & IMPACT

- A trusting and collaborative relationship exists with employees, citizens, and relevant agencies;
- The office has an environment and approach that reflects VGG's traditional and cultural beliefs;
- As a role model and advocate, individuals feel supported and are engaged in training and employment pursuits;
- Administration of AHRDA-ISETS is crucial to VGG credibility and continued access to funded training;
- Workplans are achieved and result in high citizen participation;
- Skilled in financial management and ability to identify funding will increase program opportunities; and
- The VGG Standards of Conduct are modelled and promoted.

FINANCIAL CONTROL

Annual budget under direct control of this position:	None
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Other responsibilities & influences:	None
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WORKING CONDITIONS

Environment:	Work is in a normal office environment where there are few undesirable conditions.
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Physical:	Normal
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Hazards/equipment:	None
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Travel:	None
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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">• Diploma in Business Administration, Education, or a related field. Equivalent combination of education and experience will be considered;• Experience performing a range of administrative functions (e.g., coordinating training, meetings or events, records management, processing financial transactions, managing correspondence);• Experience providing client service by interacting with the public and responding to inquiries;• Experience in an education or education administration role is an asset; and• Proficient with computer programs including Microsoft Office.
Behavioral Competencies	<ul style="list-style-type: none">• Client service• Respect• Communication• Self-awareness• Time management• Teamwork• Adaptability• Initiative
Conditions of Employment	<ul style="list-style-type: none">• Criminal Record Check with vulnerable Sector Check; and• Valid Class 5 Driver's License.