

Job Opportunity

Executive Advisor to Chief and Council

Job Summary

Reporting to Chief and Council, the Executive Advisor is the most senior management position in the Selkirk First Nation organization. This position serves as strategic advisor to Chief and Council while also providing management and administrative oversight and direction to the organization as it implements strategic priorities and delivers the day to day services, operations and programs to Selkirk First Nation citizens. The position is the key link between the Chief & Council and the First Nation Administrative organization.

Education and Experience

* Please note that equivalent combinations of education and experience will be considered.*

The ideal candidate will have:

- A degree in Public or Business Administration or related field; and
- Substantial senior management experience, preferably with First Nation Government(s)
- Excellent leadership, financial management, and human resource management skills
- Well-developed written and oral communications skills, including negotiation, conflict management, presentation and interpretation skills
- Knowledge of structures, processes and programs of various levels of government including Federal, Yukon and First Nations organizations, including Land Claims regimes and the various funding sources available to First Nations governments.
- Knowledge and awareness of First Nation culture, traditions, history, demographics, family structures and socio-economic dynamics, challenges and aspirations.
- A proven ability to establish goals / objectives, long-term priorities, and develop and implement related strategies and work-plans.
- Well-developed interpersonal skills, including the ability to foster trust and acceptance, to build cooperative working relationships and to deal effectively with the media, boards and committees, and other officials from outside the organization.

- Good judgment, critical thinking, cooperativeness, flexibility, tact and diplomacy.

Technical Skills and Abilities:

- Microsoft Office (Word, Excel, Outlook)
- Project Management

Conditions of Employment

Criminal Records Check, Valid Class 5 Yukon Driver's License, willingness to travel, be on-call and work flexible hours as required.

This competition is preferenced to persons of Yukon First Nations ancestry as well as persons of Aboriginal ancestry.

Housing will be provided