

Executive Director

If you are looking for a challenge of leading and managing the operations and delivery of programs and services to the Selkirk First Nation, as well as living in the beautiful area of Pelly Crossing in the Yukon, this could be the opportunity you are looking for.

Job Summary

Reporting to Chief and Council, the Executive Director is the most senior management position in the Selkirk First Nation organization and 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

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)
- Good understanding of budgeting and developing workplans

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

Knowledge and Skills

- 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 and work flexible hours as required.

Apply method: **Email ...** hrdirector@selkirkfn.com

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