



Selkirk First Nation

P.O. Box 40, Pelly Crossing, Yukon Territory Y0B 1P0
Phone: (867) 537-3331 Fax: (867) 537-3902



Employment Opportunity

Position:	Mining Assistant
Wage:	TBD
Department:	Mining Resources
Status:	Term part-time
Closing Date:	Until Filled

Job Summary

Mineral Resources Department is seeking someone who is interested and willing to learn about mining, environmental monitoring, applicable laws, and land stewardship, while supporting the department in an administrative role. The position occasionally assists with field activities.

Reporting to the Mineral Resource Director, the incumbent is responsible for the overall support of Mineral Resource Department programs administration, assisting a variety of programs under the department.

Training at an underfill capacity will be considered.

Education/Experience

- Grade 12 is preferred but relevant experience will be taken into consideration.
- Experience performing administrative functions.
- Mining or on the land experience.

Knowledge and Abilities

- Effective communication and interpersonal skills.
- Organizational skills and ability to prioritize workload.
- MS Office experience, or willing to learn.
- Experience setting up and attending meetings or willing to learn.
- Experience setting up travel arrangements, or willing to learn.
- Experience planning, coordinating and implementing special events, or willing to learn.
- Ability to participate in field activities (inspections, field notes).

This position will work in an office and field setting. Outdoor work is involved; the incumbent should be physically able to navigate the landscape. Occasional travel within the community and Yukon is required to attend meetings and support department director and staff. Yukon Class 5 driver's license (asset).

Conditions of Employment

- Signed Oath of Confidentiality
- Signed Oath of Intoxicants
- Willing to work flexible hours and/or overtime, as requested by the supervisor.

For more information, please contact Tanya Harrison, Mineral Resources Director at: (867) 537-3331 ext. 610.

To apply, bring your application/resume to the Human Resources Office in the Administration Building or email it to SFN Human Resources at: Catherine.verberg@selkirkfn.com.

SFN HR thanks all applicants, but only those selected to advance will be contacted.

Preference to SFN Citizens