



is inviting resumes for

BC Interests Coordinator

Regular Full Time (12 Month Term)

The BC Interests Coordinator will report directly to the Heritage Manager, and work closely with the Lands and Resources Department, Heritage Department, and TTC's BC Negotiation team. The incumbent will be TTC's main contact and point person on any files or issues related to BC, and will provide administrative and technical assistance to TTC's Negotiation team.

Main Duties

- Receive and coordinate TTC's response to various communications from the BC government (eg outfitter tenure consultations)
- Provide administrative and technical assistance to TTC's Negotiation team (eg meeting logistics), and discussing negotiation approaches with the Negotiation team.
- Expedite the smooth transfer of information from TTC informational holdings gathered during the Information Gathering Project to the Negotiation team. More detailed instructions will be provided to the incumbent however most information is now in electronic form. Types of materials include audio and/or video recordings of interview, transcripts, maps, books, and photos.

Education and Experience

Diploma or certificate with at least 2 years of experience in business or office management settings. Experience in natural resources, land management, or First Nation governance would be considered assets.

- Knowledge or interest in TTC's history;
- Sensitivity, knowledge and understanding of Tlingit culture, traditions, and values;
- Knowledge of TTC Government structure, Land Claims agreements, Constitution, policies and procedures;
- Excellent verbal and written communication skills;
- Experience in report writing and minute taking;

Conditions of Employment

- valid Class 5 Yukon driver's license
- First Aid/CPR Certificates

For a detailed job description, please call Michelle Fox @ 867.390.2532 Ext 317

To apply, please submit a cover letter and resume

HR & Staff Development Officer
Workforce Development
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Closing Date:
Wednesday, July 22, 2020
**** no later than 4pm ****

TTC's Hiring Policy will be in effect.

EMPLOYMENT OPPORTUNITY
www.ttc-teslin.com