



YUKON REGION

ASSEMBLY OF FIRST NATIONS – YUKON REGION

POSITION TITLE:	Senior Executive Coordinator
SALARY:	\$70,924 - \$89,671, <i>*Dependent on experience, and education.</i>
LOCATION:	Whitehorse, YT
SUPERVISOR:	Chief of Staff or designate
STATUS:	Full-Time, including Benefits Package

Context Statement:

The Assembly of First Nations – Yukon Region (AFNYR) was established as a regional office, and supports the mandate and activities of the Regional Chief. All employees of the regional office are hired by political appointment, at the discretion of the Regional Chief, or her designate. All employees are expected to adhere to the AFNYR Human Resource Policy Manual. All employees work to support the implementation and advancement of the AFN Yukon Strategic Plan “A Yukon that Leads”. The AFN Yukon Region is committed to supporting growth and development amongst its team members, including training, development, and mentorship opportunities. ***Yukon First Nations preferential hiring is applicable. Interested applicants must indicate their First Nation affiliation on their resume or cover letter, to be eligible.***

1. Job Summary:

The Assembly of First Nations – Yukon Region (AFNYR) is a dynamic and fast-paced environment that contributes to advancing Yukon First Nation priorities regionally, nationally, and internationally. The regional office, and the Regional Chief, are dedicated to supporting all team members with personal and professional growth, including leadership and development opportunities. This new position will work closely with the Regional Chief, providing direct support and contributing to meaningful and impactful work.

The Senior Executive Coordinator reports to the Chief of Staff. This position provides direct support and assistance to the Regional Chief. This position is responsible for managing all scheduling coordination, logistics and communication for the Regional Chief including the drafting of official correspondence, and on behalf of the regional office. This position is also responsible for all logistical and coordination requirements for the AFNYR Office.

2. Main Duties and Responsibilities:

1. Provides senior executive level support to the Regional Chief and AFN Yukon Regional Office, and the implementation of the Annual Workplan and AFN Yukon 2019-2024 Strategic Plan through:
 - a. Managing the Regional Chief's schedule, including the prioritization of appointments, meetings and events in order to balance accessibility with the demands of departmental management including all travel and logistical requirements;
 - b. Providing first level contact for the Regional Chief, answering and screening incoming requests, correspondence, and emails to the Regional Chief's Office, responding directly to inquiries and, or, redirecting inquiries and correspondence requests as appropriate and composing, preparing and proofing a wide variety of correspondence according to verbal or written direction from the Regional Chief as requested, this includes highly sensitive and confidential information;
 - c. Opening, sorting and prioritizing the Regional Chief's email correspondence and ensuring urgent requests are brought to the Regional Chief's attention and gathering any background information required to fulfill requests;
 - d. Developing and maintain effective and productive working relationships with political offices in order to communicate and coordinate with staff of senior officials working with AFN – Yukon Region;
 - e. Anticipating the Regional Chief's need for assistance and coordination in order to ensure the effective and efficient operation of the AFN – Yukon Regional office including overseeing the coordination and preparation of materials (speaking notes and background information) and resources required for the Regional Chief's participation in a variety of spaces, and managing all travel and logistical arrangements for the Regional Chief, which includes preparing authorization forms, making reservations and preparing itineraries and schedules.
2. Attending a broad variety of meetings and events with the Regional Chief and/or Chief of Staff, in order to: coordinate and manage work product, follow up to ensure requests for information are met including preparing and/or gathering background information as required, ensuring deadlines are met, and conducting research through a variety of sources in order to provide the Regional Chief with relevant and current information as it pertains to portfolios, travel arrangements, meeting and event schedules and other supporting activities.
3. Coordination support for the AFN – Yukon Region Chief Summits, Annual Summits, AFN Yukon Executive meetings and other regional engagement sessions as directed. Such coordination includes venue rental, arranging for appropriate catering, sound systems and minute taking.
4. Maintain up-to-date records of AFN - Yukon Region appointees to National AFN Committees and Councils.

Additional Priorities:

5. Support communications and social media content for the Regional Chief and AFNYR including recommendations to external communications including press releases, social media posts and website content.
6. Provide coordination and logistical support for the AFN Yukon Region on the 'Women in Leadership' project, and work closely with the Manager of Strategic Initiatives to implement project deliverables.
7. Perform other duties at the request of the Chief of Staff or, in their absence, the Regional Chief.

3. Education and Experience:

- a. Minimum of a Certificate or Diploma in governance, business administration, management, communications or the equivalent in knowledge and experience;
- b. 3+ years of office administration and/or coordination experience, including preparation and formatting of formal correspondence and submissions.

4. Management and Leadership Skills:

- a. Ability to work independently with a high degree of initiative, discretion, and tact; ability to work under pressure;
- b. Experience in conflict management, mediation, problem solving and fostering unity;
- c. Ability to manage stress;
- d. Experience working in fast paced environments, and proven decision-making abilities.

5. Technical Skills and Required Expertise

- a. Understanding of Yukon First Nation history, social structures, traditions, and cultural values and Yukon First Nation Final and Self-Government Agreements;
- b. Proven organizational and time management skills;
- c. Strong writing and research skills, including report writing;
- d. Strong computer literacy and project management skills.

6. Interpersonal Skills:

- a. Displays political acuity, judgment and maintains confidentiality;
- b. Strong communication skills, both verbal and written;
- c. Ability to work effectively in a team environment;
- d. Experience in resolving conflicts and fostering unity;
- e. Ability to work flexible hours;
- f. Proven ability to establish and maintain professional working relationships with office colleagues, Yukon First Nations, stakeholders, sponsors, the AFN and the general public.

7. Key Personal Contacts:

Internal:

Chief of Staff

Nature:

Provide regular status reports, discuss options as requested in addition to information exchange, receives direction feedback, provides status reports, project information and assists with resolving or addressing any operational challenges or issues

Regional Chief

Provide regular status reports, discuss options as requested

Manager of Strategic Initiatives

Information exchange including status reports and project information, works collaboratively on various files.

All AFNYR Staff and Contractors

Information exchange, provides feedback and direction as needed, exchange status reports, program information and assist with resolving or addressing any operational challenges or issues

External:

Nature:

AFN Yukon Executive

Exchange information, provide updates as required, discuss areas of mutual interest and priority

Yukon First Nation Leadership

Exchange information, provide updates as required, discuss areas of mutual interest and priority

Yukon First Nation Elders and Citizens

Receive advice, provide support, and exchange information

Assembly of First Nations, Council of Yukon First Nations, all levels of government and other partners and stakeholders

Exchange information, provide updates as required, discuss areas of mutual interest and priority

8. Direction/Decision-Making: The goals and objectives of this position are established by the Chief of Staff, and the Regional Chief. The decisions made by this position heavily impact the way in which AFN – Yukon Region office functions are carried out, and policy considerations and projects are managed. Poor planning or decision-making can result in loss of opportunity, respect or professional relationships. The position is expected to adhere to established protocol, policy and direction.

9. Impact and Accountability: The decisions and direction provided by this position have a significant impact on the AFN – Yukon Region office. Day to day decisions must be made with consideration of all policies and procedures, including existing budgets. The position is responsible for ensuring direction, goals and objectives are met through effective project management. Poorly thought-out or ill-informed decisions or recommendations can impact the AFN – Yukon Region’s ability to effectively carry out its mandate, established by the Regional Chief and Chief of Staff.

10. Positions Supervised: Contractors as required; possible AFN Yukon Team members as directed with the Chief of Staff and Regional Chief.

11. Working Conditions: This position will be full time and primarily based in the AFN -- Yukon Regional Office in Whitehorse, Yukon. Due to the nature of the work conducted by the AFN Yukon Region, working on-site is frequently required to collaborate with teammates, attend meetings, and execute tasks and deliverables.

In addition, there may be times when the position will be required to travel by land and air. This position is expected to travel approximately 10-20 days a year. The nature of the position is such that the incumbent will sometimes have to deal with emotional or upset individuals. The position will also be required to meet ongoing irregular deadlines.

12. Conditions of Employment:

- a. Explicit and mandatory confidentiality is a condition of employment for all AFN – Yukon Region personnel. Failure to meet this requirement could result in dismissal;
- b. Valid Class 5 Drivers License is required.

Application:

Interested applicants can apply today by submitting a cover letter and resume to: hr@afnyukon.ca before 4:30pm YT on Friday April 15th, 2022.