



Village of Haines Junction Employment Opportunity Corporate Administrator

Haines Junction lies on the edge of the vast and spectacular wilderness of Kluane National Park, which is home to the largest internationally protected area on earth and the planet's most extensive non-polar ice fields. Haines Junction offers a remarkable lifestyle for those wishing to live closer to nature or outdoor recreation enthusiasts. Located in the southwestern corner of the Yukon, we are about 160 kilometers from the capital city, Whitehorse. Haines Junction and its surrounding area are home to approximately 1,000 residents. The Village of Haines Junction is accepting applications for the **Corporate Administrator** position. This permanent, full-time role operates from Monday to Friday, working between 37.5 to 40 hours per week, with additional attendance at after-hours meetings when necessary. The wage ranges from \$80,000 to \$100,000, depending on experience. We offer a competitive benefits package and a conducive work environment. Relocation expenses might be subsidized by the Village.

Reports to: Chief Administrative Officer

Scope of Duties:

- Attending Council meetings and drafting meeting minutes.
- Supporting the administration in tracking and achieving Council objectives.
- Regularly updating policies, bylaws, and procedures, and collaborating with stakeholders.
- Researching policy impacts, initiative impacts, and conducting risk assessments.
- Assisting with financial administration and HR support.
- Liaising with consultants, contractors, and technology vendors.
- Some roles might involve supervisory duties.

Soft Skill Set:

- Exceptional interpersonal and time management skills.
- Strong work ethic, with flexibility and adaptability.
- Collaborative mindset and self-driven.
- Sharp critical thinking and problem-solving capabilities.
- Political understanding coupled with superior verbal and written communication.
- Openness to new challenges and continuous learning.
- Upholds honesty and confidentiality.
- Prioritizes customer service.

Hard Skill Set:

- Typing speed of at least 40 wpm.
- Proficiency in Microsoft Office Suite.
- Familiarity with Sage 50 Accounting is preferred.

Experience Required:

- Proven experience in a senior administrative role in dynamic, fast-paced settings with frequently shifting priorities and deadlines.
- Prior experience in project management and strategic planning.
- Previous experience in a municipal environment is an advantage.

Application Deadline: TBD. The position will remain open until filled. The employer reserves the right to hire a candidate before the deadline.

Please send your cover letter, resume, and inquiries to: David Fairbank, CAO

Email: cao@hainesjunction.ca

Phone: 867-634-7100

Address: Village of Haines Junction, Box 5339, Haines Junction, Yukon, Y0B 1L0

Corporate Administrator - Detailed Position Description

Reports to: CAO

May also supervise: Office Administrator

Duties:

- **Grant Management:** Oversee the entire grant process from research and application to reporting. This includes identifying potential grant opportunities, coordinating the application process, ensuring compliance with grant requirements, and submitting timely and accurate reports to funding agencies.
- **Council Initiatives Leadership:** Spearhead Council initiatives and projects, ensuring they progress from inception to completion. This involves setting timelines, coordinating with relevant departments, and monitoring progress against milestones.
- **Meeting Attendance & Documentation:** Regularly attend all Council meetings, ensuring that discussions are accurately recorded. This also involves preparing and distributing comprehensive meeting minutes in a timely manner.
- **Agenda Management:** Compile, organize, and distribute Council meeting agenda packages, ensuring all necessary documentation is included and relevant stakeholders receive the information in advance.
- **Policy & Bylaw Drafting:** Undertake research and collaborate with relevant departments or experts to draft public policies, bylaws, and procedures as directed. This ensures that the organization remains compliant and up-to-date with the latest legal and regulatory standards.
- **Administrative Support:** Serve as a central support aiding in report compilation, document preparation, and other administrative tasks. This role also involves liaising with external partners and stakeholders when necessary.
- **Public Communication:** Draft, edit, and distribute public correspondence to ensure transparency and clear communication with the community. This includes regular updates for the village website and managing the organization's presence on social media platforms.
- **Reporting:** Prepare detailed and concise Reports to Council based on research, data analysis, and stakeholder feedback. This involves coordinating with different stakeholders to gather information and presenting it in a clear, actionable manner.
- **Proofreading & Quality Control:** Review draft public policy instruments, public documents, and other official publications to ensure accuracy, clarity, and consistency in messaging.
- **Front Desk Assistance:** Act as a point of contact for the public, providing information and guidance on a wide range of services like land issues, taxes, utility accounts, municipal fees, rentals, and other municipal services. This requires a deep understanding of the organization's services and processes.
- **Financial Oversight:** Occasionally assume some duties of the Treasurer, ensuring that financial transactions, reports, and audits are conducted accurately and in compliance with organizational standards.
- **Travel Coordination:** Manage and oversee travel arrangements for Council members and staff, ensuring cost-effective bookings, adherence to schedules, and smooth logistics.
- **Additional Responsibilities:** From time to time, take on special projects or tasks either temporarily or on a permanent basis, as assigned by superiors. This may include research projects, community engagement activities, or other organizational needs.

We thank all applicants in advance for their interest, however only those considered for an interview will be contacted.