



Ta'an Kwäch'än Council
117 Industrial Road
Whitehorse, Yukon Y1A 2T8
Telephone: 867.668.3613

Employment Opportunity

Enrolment Coordinator/Administrative Assistant

Full-time Term TKC wage scale 4

Reporting to the Office Manager this important position has two components to it: Enrolment Coordinator is responsible for maintaining the Citizenship database and files on behalf of the Ta'an Kwäch'än Council. This position provides up-to-date information and timely reports on Enrolment and citizenship.

Ideally, the candidate will be knowledgeable of legislative and policy process concerning enrolment and genealogy.

The role of the Administrative Assistant is to provide support to the successful planning, execution of TKC meetings and act as administrative support to the Clerk of the Council.

For a complete job description, contact: rkufeldt@taan.ca.

As per policy, preference will be given to TKC citizens who self- declare in their cover letter and/or résumé

Closing date: Friday, March 24, 2017

Please submit a cover letter and résumé to: Email: human.resources@taan.ca