



Ta'an Kwäch'än Council

A **Position Title:** **Fish and Wildlife Coordinator**
Level:
Department: Lands and Resources (Environment)
Supervisor: Manager of Lands and Resources (Environment)
Date: June 2, 2026
Status: Regular Full-time

B **Context Statement:**

As an order of Government in Canada, the Ta'an Kwäch'än Council has authority and responsibility to provide quality programs and services for its Citizens, and to manage its resources for the benefit of future generations, in accordance with the Ta'an Kwäch'än Final Agreement, the Self-Government Agreement, and the Ta'an Kwäch'än Constitution.

C **Job Summary:**

Reporting to the Manager of Lands and Resources (Environment), the SFW will work in conjunction with and assist the department in collecting fish and wildlife harvest information in the Ta'an Kwäch'än Traditional Territory (TKC/TT); communication with TKC citizens and the general public about the, harvesting monitoring and regulations; acting as a liaison to the enforcement personnel of other governments; providing technical project support to the Manager of Lands and Resources (Environment).

D **Main Duties:**

- Plan, coordinate and participate in field monitoring programming and projects on both Settlement Land and across the TKC Traditional Territory. Working collaboratively with department and other TKC staff, other government and industry partners to deliver programs and support on the land monitoring and environmental education initiatives.
- Collect fish and wildlife harvest information by contacting and surveying individual harvesters, conducting patrols within the TKC Traditional Territory and observing and reporting on animal and human activity in the TKC Traditional Territory.
- Establish data base to record and maintain a harvest inventory database as required under TKC Final Agreement Chapter 16.

- Maintain records in a secure and easily accessible manner, ensuring confidentiality where required due to the nature of records.
- Participate in Renewable Resource Research projects such as but not limited to, wildlife numeration, fish numeration and forest inventory.
- Assist in completing and developing proposal driven projects with Manager and Consulting Companies
- Assists with developing effective communication methods to inform and educate TKC Citizens and the public about harvesting on Settlement Land and about other land, renewable resource, and environmental regulatory and monitoring matters by conducting school talks and public meetings and by talking to people in the field.
- Assists with developing the Fish and Wildlife Monitors, an “eyes and ears on the land” program, through which TKC citizens can report to the Lands and Resources (Environment) Department any land, fish and wildlife or environment related observations or incidents they see in their travels.
- Under the guidance of the Manager assists on jurisdiction expansion towards conservation powers, explores all opportunities for increased powers and opportunities for stewardship, inspections, and on the land monitoring.
- Provides technical project support to other LRH staff with renewable resource and environmental projects collecting field data and other information, participating in field surveys and research conducted by other governments and research organizations.
- Able to participate in cross field management and impact assessment and consideration for areas such as mining, energy, hydro, water quality, tourism, energy, and other variables and impacts that can affect fish and wildlife management
- Manages the storage, use and maintenance of field equipment including ATV's, snow machines, related accessories, camping gear and field research equipment.
- Contributes to an asset list for all capital assets, updates on a quarterly basis and contributes to a policy governing proper and safe use of assets. Ensures all operators of assets have current certification required to utilize the departmental assets.
- Assists in implementation of obligations in the TKC Final Agreement, Self Government, and Implementation Plan.
- Attends co- management meeting, such as but not limited to Laberge Renewable Resource Council Meetings, Yukon Salmon Committee Meetings, Yukon River Working Group, etc.
- Performs other duties as assigned.

Routine Duties:

Daily:

- Ensures orderly carrying out of all functions within the Job Description
- Implements individual work-plan.
- Assists Renewable Resources Technician with program/project tasks as required.
- Attends to mail and messages; fill out required staff forms; attends meetings and may assist in preparing briefing notes, etc.
- Contributes to building a positive work environment, learning traditional laws, listening skills, language, etc.

Weekly:

- Attends meetings as directed (ensures materials are prepared, and assists/provides expertise where requested)
- Participates in departmental meetings as a team member.
- Attends briefings with the Manager of Lands and Resources (Environment) when requested.
- Fills in bi-weekly time sheets.
- Conducts field monitoring as per program and schedule.

Monthly:

- Conducts activity reviews.
- Assists where necessary in preparation for Council/Elders and/or General Assembly meetings.

Yearly:

- Creates field plan for upcoming fiscal year and coordinates appropriate staff, partnerships and resources including funding.

- Assists in developing Annual Department Work-Plans, Budget, Department Staff Training Plans
- Assists in the preparation of the Lands and Resources (Environment) Annual Report

Other Job Duties:

- Participates on various boards & committees as assigned.
- Creates proposals for funding, and if approved does follow-up facilitating, monitoring, and reporting on them.
- May be asked to fill in for colleagues on a temporary basis.
- Other related duties

E Impact/Accountability:

- The work of the position has a direct impact on the effectiveness of TKC renewable resources and environmental management. Both the timeliness of compliance monitoring and the quality of information gathered and of reporting are critical components of the Department.
- The incumbent will be accountable for successfully carrying out the tasks within the Job Description and the Workplan. This will contribute to the over-all mission of TKC to *“provide, promote, protect and sustain a healthy and strong lifestyle for our Citizens and future generations consistent with the traditional values of the TKC as practised today, through governing our natural, human and financial resources effectively”*.

F Decision Making:

Goals, objectives, and long-term priorities for this position are established under the TKC Strategic Plan and the Department Work-plan and are tracked by the Manager of Lands and Resources (Environment). This position works within the direction established by the Manager of Lands and Resources (Environment).

G Key Personal Contacts and Nature of Contacts:

WHO	NATURE OF CONTACT
Elders	Traditional cultural rules application and discussing Traditional Knowledge and laws
TKC Citizens	Help create awareness of renewable resources, monitoring,

	harvest issues and successful management by providing quality advice, education, support and guidance
TKC Council	May be asked to provide reports/presentations
Chief	May be asked to provide reports/presentations
Senior Mgt. Committee	May be asked to provide reports/presentations
Laberge Renewable Resources Council	To provide and exchange information and maintain working relationship
Executive Assistant	To provide and exchange information as may be requested
Lands and Resources (Environment) Manager	To get supervision and provide and exchange information on programs and projects
TKC Staff	To exchange information and work cooperatively/respectfully and for Fish and Wildlife staff and consultants to supervise, guide, and mentor where appropriate.
Officials of Yukon/Federal Government	To exchange and receive information on land, renewable resources, and environmental compliance
Other First Nations	To provide and exchange information
Land Claim Bodies	To provide and exchange information
General Public	Provide information

H Positions to Supervise:

None, although may work in the field with an assigned student placement.

I Work Conditions:

- This position is in a normal office environment, with a requirement for field travel. The incumbent may be working with a large workload and often rapidly changing day-to-day priorities.
- The incumbent will require tact and diplomacy in guiding individuals to accept First Nation laws, compliance monitoring and enforcement actions. The incumbent can expect to deal with a large range of emotions when dealing with public, and Citizens.

J Qualifications:

Education & Experience:

- Post secondary degree in natural resources, biology, environmental science and or Conservation Officer Diploma with courses on fish and wildlife. Two to five years' experience in the fish and wildlife field, particularly working on compliance monitoring and enforcement.
- An equivalent level of education and experience will be considered, including graduation from the FNEC/Yukon College Environmental Officer Training Program

- Minimum two to five years of experience working with a Yukon First Nation.

Knowledge:

Education and Experience:

- Understanding of the goals and objectives of the Lands and Resources (Environment) Department and external (Canada and Yukon) governments legislation and regulatory powers for natural resources management.
- Knowledge of Yukon First Nations and TKC history, culture, traditional territory, demographics, goals, and aspirations
- Knowledge of social structure in TKC, families, and TKC social conditions and social dynamics
- Knowledge of the principles of land, resources & environmental management
- Knowledge of Umbrella Final Agreement Boards and Councils
- Knowledge of Yukon First Nation Final Agreements and transboundary considerations and TKC Final Agreements, Self-Government Agreements, and Implementation plans.
- Ability to travel in the back country, understanding of survival, wilderness travel, predator awareness, best practice and safe use of off-road vehicles, snowmobiles, ATVs, watercraft, and 4x4 trucks.
- Knowledge of general administration practices and office procedures.

Specific Skills:

a) **Technical Skills:**

- Ability to follow office administration procedures (filing, filling out office forms, etc.)
- Must possess well developed oral and written communication skills.
- Ability to interpret and provide advice on legislation and regulations.
- Map reading skills / GPS / aerial photo interpretation / digital camera skills.
- Must have years of experience travelling on the land using snow machines, atv's, boats, and 4X4's

b) **Office Equipment Skills:**

- Ability to operate computer (E-mail, word-processing, spreadsheet, database), telephone, Cell phone, on the land emergency communications and location equipment, fax, photocopier, calculator.

c) Management Skills:

- Ability to manage time effectively.
- Ability to plan, organize and prioritize workload.
- Ability to work with minimal supervision.
- Ability to make decisions and solve problems.
- Ability to work in stressful situations.
- Ability to multitask a heavy workload.

d) Interpersonal Skills:

- Ability to work cooperatively with others.
- Ability to follow the Values and Ethics Code
- Ability to work in a team environment.
- Ability to deal effectively with contact from outside of the organization.
- Ability to gain cooperation of others in resolving problems.
- Ability to mediate disputes.

K Personal Suitability:

This position requires an individual who is interested in best practices of lands, resources and environmental management and sustainability of the lands & renewable resources of the Ta'an Kwäch'än. The incumbent should be someone interested in a variety of types of field work and enjoys being out on the land and talking to people. The incumbent must be an organized person when it comes to office tasks, data collection, data storage and use. And be sensitive and open to First nations Culture and traditional Harvesting practises.

L Conditions of Employment:

- Criminal Records Check with vulnerable sector screening.

