

# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

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Human Resources Department

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P.O. Box 94,  
Old Crow, Yukon  
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Phone: (867)966-3261

jobs@vgfn.net

## Lands Manager

Reporting to the **Strategic Lead for Stewardship**, the Lands Manager is responsible for a diverse portfolio that includes the planning, implementation and administration of special management areas, regional and local land use plans; environmental and socio-economic assessments; and related consultations, programs and services within Vuntut Gwitchin First Nation (VGFN) Settlement Lands and Traditional Territory. This position works closely with VGFN Citizens, and fosters strategic relationships with co-management groups and other governments (First Nation, Territorial and National). Two regular staff report directly to the position along with occasional casual staff.

### Primary Responsibilities:

- Implements the Vuntut Gwitchin Government, Lands & Resources Act and Old Crow Community Plan, including the development of policies & procedures, records management and communications.
- Maintains a registry (digital and paper file) of land dispositions on VGFN Settlement Land.
- Participates in environmental monitoring and provides oversight of scientific research projects.
- Organizes and facilitates community consultations, engagements, workshops and information dissemination to various stakeholders.
- Manages the delivery of land management practices, projects, and services and reviews applications accordingly.
- Collaboratively develops land management legislation and land management systems.
- Participates in field-based activities including monitoring and research assistance.
- Ensures Territorial and Federal governments fulfill obligations as set out in the VGFN Final Agreement and informs officials of VGG values, goals, concerns and recommendations.
- Seeks and manages outside funding for special projects.
- Prepares and monitors budgets, and submits claims and reports as required.
- Manages Lands Branch staff, establishes work priorities and monitors staffing needs.

### Education, Knowledge and Experience

- Degree or diploma in one or more of the following: Natural or Renewable Resource Management, Land Management, Environmental Studies.
- Knowledge of land management issues and legislation affecting First Nations both locally and nationally.
- Working knowledge of the principles and practices of land resource planning and management.
- Approximately 90% of time is in an office environment in Old Crow with travel to other

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## Intergovernmental Relations and Governance

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communities and field trips

### Skills

- Ability to use MS Suite, ArcGIS, basic desktop publishing software, and Adobe; and to create and manage information and database systems and spreadsheets.
- Ability to interpret lands management legislation and manage a lands registry.
- Ability to negotiate contracts.
- Ability to analyze, prepare and reconcile budgets and expenditures.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, Vuntut Gwitchin citizens and outside agencies and business associates.

**Closing Date: May 10, 2022 or until filled**

Please submit a cover letter and resume (one document) to:

Human Resources Department  
Vuntut Gwitchin Government  
Email: [jobs@vgfn.net](mailto:jobs@vgfn.net)