

POSITION PROFILE

Enrolment Officer	
Dept: Executive Office	Reports To: Executive Director
Staff: 0	Revision Date: December 2025
PURPOSE	
The Enrolment Officer provides day-to-day administrative and financial support to the Executive Office for the Vuntut Gwitchin First Nation (VGFN). It also engages with VGFN Citizens by collecting and retaining Enrollment information while managing the Enrollment database for VGFN.	
KEY PERFORMANCE AREAS	
<ol style="list-style-type: none"> 1. <i>Administrative</i> – Receives phone calls and visitors to determine the nature of the inquiry, exchange information and redirect as necessary. Orders and maintains required office supplies. Responds to routine verbal and written inquiries from Citizens, staff and other agencies. 2. <i>Logistical Support</i> – Coordinates arrangements for program and service activities for the Department. Includes making travel arrangements such as flights and accommodations, and meeting room bookings and required catering and working with IT Technician to confirm accessibility for electronic meetings. Working with the Executive Assistant and VGFN Administrative Team, actively participates in organizing key events such as Council meetings, the General Assembly, community meetings and events sponsored by Chief & Council and the Executive Office (Community Update Meetings, Vadzaih Choo Drin, Easter Weekend, Christmas Events and Biennial Gwich'in Gathering). 3. <i>Enrollment</i> – Coordinates and maintains Citizen enrollment files and genealogy charts as outlined in Chapter 3 of the VGFN Final Agreement. Periodically verifies enrollment data with other Nations to ensure there are no double registrations under modern treaties. Coordinates Enrollment Committee meetings which are held quarterly and holds one retreat per year to review Committee Terms of Reference and activities. Works with the Yukon Enrollment Commission, provides the updated Citizen list for VGFN elections and updates the Government of Yukon and Air North on beneficiary listings as required. 4. <i>Financial</i> – Preparation of required cheque requisitions, honoraria forms, purchase orders, travel requests/claims, reconciliations, service agreements and funding/contribution agreements for internal approval. Administers VGFN Citizen benefits such as monthly Elder payments. 5. <i>File Management</i> – Maintains administrative systems, procedures and records management systems while ensuring confidentiality. 	

ACCOUNTABILITY & IMPACT	
<ul style="list-style-type: none"> • Department staff can access accurate and timely information and records to inform decision making. • Work tasks are planned, coordinated, and prioritized effectively. • Enrollment and beneficiary listings are accurate, up to date and published. • A trusting and cooperative relationship exists with Citizens, colleagues within Department and VGFN Administrative Team to achieve objectives. • Strong administrative support internally allows others to focus on effective service delivery. • Service orientation and positive interactions with this position result in high client satisfaction. • The credibility of the Department is maintained through a high level of confidentiality and efficiency. • The VGFN Standards of Conduct are modelled and promoted. 	
FINANCIAL CONTROL	
Annual budget under direct control of this position:	None
Other responsibilities & influences:	None
WORKING CONDITIONS	
Environment:	Work is in a normal office environment where there are few undesirable conditions. Many situations are confidential and require sensitivity, cultural competence, and compassion.
Physical:	Normal
Hazards/equipment:	Exposure to stress, emotional fatigue, physical and verbal abuse, and threats from Citizens experiencing negative reactions, and who may be disturbed, violent and/or under the influence of various substances.
Travel:	None
<i>This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.</i>	

POSITION COMPETENCY PROFILE	
Knowledge & Experience	<ul style="list-style-type: none"> • Certificate or diploma in office administration, or an equivalent combination of experience and training. • Experience performing a range of administrative functions (e.g., coordinating travel, records management, processing financial transactions, managing correspondence, etc.). • Experience providing client service by interacting with the public and responding to inquiries. • Ability to organize travel and logistics for staff and events. • Proficient with computer programs including Microsoft Office (Word, Excel, PowerPoint, OneNote and Outlook) products, Adobe, basic bookkeeping and records management systems.
Behavioral Competencies	<ul style="list-style-type: none"> • Approachable with a focus on positive and helpful customer service • Respect and Integrity • Good verbal and written communication skills • Self-awareness • Time management and organizational skills • Teamwork • Flexibility and willingness to adjust to changing priorities • Discretion and confidentiality • Initiative • Attention to detail
Conditions of Employment	<ul style="list-style-type: none"> • RCMP Criminal Records Check