



We exist to uphold our laws, values and cultural teachings while caring for our people and our homeland. Through responsible self-government, stewardship of our lands, waters, and wildlife, and the strengthening of our language, culture and economy, we work to ensure the wellness, self-sufficiency and prosperity of present and future generations.

POSITION PROFILE

Policy Coordinator	
Dept: Executive Office	Reports To: Executive Director
Staff: 0	Revision Date: June 2026
PURPOSE	
<p>The Policy Coordinator leads the development, coordination and evaluation of policy, legislation and governance frameworks for the Vuntut Gwitchin First Nation (VGFN). It supports the Executive Office and Departments by providing research, critical policy analysis and advice on diverse topics and program delivery to inform decision making. This position also supports inter-Departmental collaboration for VGFN in alignment with leadership direction and Van Tat Gwich'in values.</p>	
KEY PERFORMANCE AREAS	
<ol style="list-style-type: none"> Policy Management – Leads policy development informed by the community to support revised or new programs. Works to develop and implement policy and legislation for VGFN. Works collaboratively across Departments to gather required input, conduct analysis and support development of a coordinated policy framework. Works with Department Directors and Managers to review program goals, operations and revise or develop new program models. Emphasis is on frontline program delivery such as health and wellness, housing and education policies. Research – Conducts jurisdictional and comparative research to identify trends, best practices, and innovations in Indigenous governance and public policy. Monitors and analyzes legislative, regulatory and policy developments and initiatives. Learns and understands the Yukon First Nation Final and Self-Government Agreements and works to advance implementation of the agreements. Communications and Stakeholder Engagement – Works closely with Communications staff, Departments and external service providers, as may be required, to develop clear and consistent messaging to inform Citizens of program and policy matters and initiatives. Supports required information flow between leadership, Departments and external partners to ensure alignment and timely dissemination of information. Financial – Assists in the development, monitoring and tracking of budgets related to policy initiatives and special projects. File Management – Maintains organized records in accordance with VGFN File Management standards. Ensures maintenance and confidentiality of the records management system for the VGFN. 	

ACCOUNTABILITY & IMPACT	
<ul style="list-style-type: none"> • Policy, programs and legislation are in place to effectively meet VGFN program mandates and service delivery to Citizens. • A trusting and productive relationship exists with employees, management and Chief and Council. • Gwich'in cultural knowledge is integrated into programming and traditions, beliefs, customs and values are integrated with activities. • Policy, programs and legislation are in place to effectively meet VGFN program mandates. • Establishes and maintains a centralized system for legislative and policy documentation. • VGFN operations comply with the VGFN Constitution, Governance Act, Final Implementation Plan, Self-Government Agreement and other VGFN legislation and administrative policies. • Council and management receive timely and accurate information to make informed decisions. • Identification of required time and resources to effectively develop and implement new and existing initiatives. • VGFN Citizens are kept informed of government plans and initiatives. • The VGFN Standards of Conduct are modelled and promoted. 	
FINANCIAL CONTROL	
Annual budget under direct control of this position:	<ul style="list-style-type: none"> • None
Other responsibilities & influences:	<ul style="list-style-type: none"> • Monitors implementation and recommends changes and revisions to VGFN policies and procedures as required.
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. Occasionally works evenings and weekends.
Physical:	Normal
Hazards/equipment:	None
Travel:	<ul style="list-style-type: none"> • Frequent travel between Old Crow and Whitehorse, occasional travel out of Yukon and Canada. • Mandatory attendance at General Assemblies.
<p><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></p>	

POSITION COMPETENCY PROFILE

Knowledge & Experience	<ul style="list-style-type: none"> • Degree in political science, Indigenous governance/studies, public administration, social sciences or a related field is preferred. • At least three (3) to five (5) years of relevant experience working in policy, program development or intergovernmental relations. Experience in public or Indigenous government is preferred. • Proficiency in Microsoft Office (Word, Excel, PowerPoint, OneNote and Outlook) products, Adobe and records management systems. • Experience in researching, drafting and editing briefings and correspondence. • Ability to conduct electronic/virtual meetings with internal and external stakeholders. • Knowledge of Vuntut Gwitchin Final and Self-Government Agreements and/or modern treaties in Canada is an asset.
Behavioral Competencies	<ul style="list-style-type: none"> • Time management and organizational skills • Strategic thinking and planning • Analytical and coordination skills • Team player • Effective verbal and written communications • Respect and Integrity • Flexibility and willingness to adjust to changing priorities • Discretion and confidentiality • Attention to detail
Conditions of Employment	<ul style="list-style-type: none"> • RCMP Criminal Records Check