

POSITION PROFILE

Associate Executive Director	
Dept: Executive	Reports To: Executive Director
Staff: Executive Assistant, Health, Social Services & Justice Director, Education & Recreation Director, Government Services Director, Natural Resources Director, Heritage Manager and Emergency Management Coordinator	Revision Date: April 2026
PURPOSE	
This Associate Executive Director, in collaboration with the Executive Director, directs the operations of the Vuntut Gwitchin First Nation (VGFN) in accordance with directives and priorities set by VGFN Chief and Council and the Management Committee. It ensures operations comply with legislation and policy, are within approved budgets, and are in collaboration with community organizations, partners, and Citizens. It also leads implementation of programming and services in the best interest of VGFN Citizens.	
KEY PERFORMANCE AREAS	
Provision of Programming and Services – Oversees the delivery of programming and services for the VGFN in the areas of Health & Social Services, Justice, Education & Recreation, Government and Community Services, Natural Resources, Heritage and Emergency Management. Proposal Development - Submits plans and proposals for discussion and approval and supports policy review. Liaises between Council, Committees and Management (Director and Manager level) to foster positive relations, exchange information, and provide direction to align program delivery. People Management - Manages direct reports and operations by establishing work plans with Department heads, evaluating activities and progress, addressing concerns and communicating direction and expectations. Promotes capacity development through coaching, performance evaluation, encouraging individual development and manages personnel issues and problem solving. Financial Management - Oversees financial management and strategy including funding submissions and preparation of the government's annual operating budget in conjunction with Finance, assigned Department heads and Council. Reviews variance reports, shortages/surpluses, and revenues/expenses. Ensures necessary resources are in place to deliver services by approving expenditures within delegated authorities, such as purchases and contracts for professional services. Governance - Provides leadership, implements and champions government-wide human resources, financial and administrative frameworks, policy, and strategy (as guided by the Executive Director, HR Manager and Finance Director). Prioritizes a safe and healthy work environment in accordance with legislation. Fosters a culture of ongoing receptivity to continual change to improve the operation and effectiveness of the government. Review - Oversees a program evaluation framework to assess the effectiveness of VGFN policies, programs, projects, and contractors. Actions recommendations to improve the implementation and delivery of programs, the management of resources, and the documentation of program accomplishments.	

7. External Relations - Represents VGFN's interests and positions in negotiations and at official functions and in joint initiatives.	
8. Emergency Management - Responds to crisis situations of employees and Citizens and consults with appropriate parties to identify and achieve solutions.	
ACCOUNTABILITY & IMPACT	
- VGFN employees are engaged, supported and productive. - Human resources and financial solutions continually adapt to support strategic and operational business goals. - Political, behavioural, and systemic barriers are overcome to enable change and growth. - A trusting and productive relationship exists with employees, management, Chief and Council and external contacts. - VGFN operations comply with the <i>Governance Act</i>, Constitution, Final Implementation Plan, Self-Government Agreement and various administrative policies. - VGFN Citizens are kept informed of government plans and initiatives. - Accountable and transparent management of VGFN budget. - Government files and registries are kept secure and confidential. - Council and management receive accurate information to make informed decisions. - The VGFN Standards of Conduct are modelled and promoted.	
FINANCIAL CONTROL	
Annual budget under direct control of this position:	\$30 to \$35 million
Other responsibilities & influences:	- Authority to co-sign contracts, cheques, and other documents > \$50k - Sole authority to sign contracts and purchase orders < = \$50k.
WORKING CONDITIONS	
Environment:	Work is in a normal office environment where there are few undesirable conditions. The Associate Executive Director may deal with critical incidents that require problem solving and conflict management. Many situations are confidential and require sensitivity, cultural competence and compassion.
Physical:	Normal
Hazards/equipment:	None
Travel:	- Frequent travel between Old Crow and Whitehorse, occasional travel out of Yukon. - Working outside of regular working hours. - Mandatory attendance at General Assemblies.
<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	• Bachelor's degree in health, nursing, education, engineering, environmental science or related field, as well as continued personal and professional development. A professional designation is an asset. • Significant (15+ years) leadership experience providing and overseeing the provision of programming and services in a community or government context. • Considerable (5+ years) experience motivating and managing staff, overseeing finance (budgets and procurement), policy and governance. • Considerable experience in stakeholder management and customer relations in a community or government context. • Leadership experience in the public sector and/or an Indigenous organization possessing a final/self-governing agreement is an asset.
Behavioral Competencies	• Strategic thinking and planning • Political acumen • Leading change and Influence • Developing others • Achieving results • Decision making • Communication • Respect and Integrity
Conditions of Employment	• RCMP Criminal Records and Vulnerable Sector Check