



# EMPLOYMENT OPPORTUNITY

## Trust Manager

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### **One year contract with possibility of renewal**

The Yukon Fish and Wildlife Enhancement Trust (the 'Trust') is looking for a dedicated individual to be the contracted Trust Manager. Activities include conducting 4-5 meetings per year with Trustees; orientation of new trustees; website administration; managing call for proposals; overseeing and managing the implementation of its investment policies; and performing the day to day activities of the Trust.

The ideal candidate will have a demonstrated project and financial management expertise and a background or experience with fish and wildlife. The contractor would be required to provide their own office equipment.

Contract position, immediate starting date. Salary based on 2.5 days per week.

Other qualifications:

- Excellent administrative skills, electronic file management, correspondence writing
- Excellent computer skills including Microsoft Office, and Excel
- Good communication skills to coordinate projects
- Good financial skills to track project payments and work with a bookkeeper/auditor
- Experience with investment firms would be an asset
- Experience with fish and wildlife technical reviews would be an asset
- Experience with websites and website maintenance would be an asset

For more information, or a more detailed job description, email [info@yfwet.ca](mailto:info@yfwet.ca) or drop by the Yukon Fish and Wildlife Management Board office at 409 Black Street 2nd Floor.

Please submit resumes by e-mail as a PDF document or to our office:

Chair, Yukon Fish and Wildlife Enhancement Trust

Phone: 867-335-9422

E-mail: [info@yfwet.ca](mailto:info@yfwet.ca)

Office Location: 409 Black Street, 2nd Floor

Website: [www.yfwet.ca](http://www.yfwet.ca).

**Deadline for applications is 4:30 pm, November 17, 2012.**

We thank all those who apply and advise that only those selected for further consideration will be contacted.