



Employment Opportunity Gwich'in Land Use Planning Board

Land Use Planning Technician

The Gwich'in Land Use Planning Board (the Board) is seeking someone who is interested in assisting the Board members and other staff with land use planning activities in the Gwich'in Settlement Area.

Duties will include: helping research land use issues, managing the Board's resource library and public registry, occasionally working with youth, and administrative tasks (like helping to organize community meetings, taking minutes, etc.). This position is perfect for someone who has a willingness to learn new skills because training can be provided on the job and through course work if required. The successful candidate will work from the Board's office in Inuvik and needs to be able to travel occasionally, primarily to the communities in the Gwich'in Settlement Area.

Education and Experience Requirements:

- Must have a high school diploma, at a minimum
- Must have strong writing and communication skills
- Must have a strong working knowledge of computers. It's an asset to be comfortable with software like Microsoft Word and Excel, and to be willing to learn new ones (e.g. Microsoft Access and ESRI ArcPro mapping)
- Experience or training in resource management or office administration is preferred
- A driver's licence is preferred
- A good knowledge of the land and resources of the Gwich'in Settlement Area is an asset
- Preference will be given to a participant of the Gwich'in Land Claim Agreement.

This developmental position for a Land Use Planning Technician offers a competitive salary plus a northern living allowance and benefits package.

Closing Date is midnight, February 15, 2026

Send a cover letter and resume to, or contact for further information:

Sue McKenzie, Planner/Executive Director

Gwich'in Land Use Planning Board

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