



**YUKON ENERGY CORPORATION**  
**Training Coordinator- Whitehorse**  
**Position # 97-03**

**The Opportunity: Training Coordinator**

Permanent, Full-Time position, based out of Whitehorse, Yukon.

**Who we are:** Who we are: Yukon Energy is the primary generator and transmitter of electrical energy in the Yukon territory, operating within the Traditional Territories of Yukon First Nations. We take pride in our commitment to sustainability and collaboration with Indigenous communities across all our operations.

**What will you do:** As the Health & Safety Training Specialist, you will:

- Develop and deliver health and safety training programs, including Safe Work Practices and Safe Job Procedures.
- Support onboarding and training plans to ensure new employees are equipped to work safely and effectively.
- Ensure all employees and contractors meet training requirements and verify contractor credentials.
- Provide coaching, guidance, and mentorship to managers, supervisors, and employees on health and safety best practices.
- Maintain and improve the Learning Management System (LMS) to track training and compliance.
- Promote a strong safety culture by conducting audits, monitoring training completion, and driving continuous improvement initiatives.

**What you need to succeed:**

- Post-secondary education in Occupational Health & Safety, HR, Organizational Development, Education, or a related field.
- Minimum 5 years of experience in an electrical utility or similar environment.
- Strong technical writing, editing, and coordination skills.
- Experience with hazard assessments, developing safe work procedures, and safety management systems.
- Knowledge of Yukon WSCB regulations, electrical utility codes, and industry best practices.
- Ability to develop and deliver engaging safety training, incorporating adult learning principles and blended learning methods.
- Proficiency in Learning Management Systems (LMS), SharePoint, MS Office, Smartsheet, and safety management software (SALUS, Absorb).
- Strong collaboration and influencing skills to promote safety behaviors across teams.
- Ability to work independently, manage multiple priorities, and maintain attention to detail.
- Effective conflict resolution skills in both office and field settings.
- Valid Class 5 driver's license and first aid certification (or willingness to obtain within 3 months).

**Compensation:** Level 8: \$46.83-\$55.93/per hour PLUS Northern Allowance



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**What is in it for you:**

- Northern Allowance: \$7,000+ 5% Base Pay added to Base Salary,
- Comprehensive Benefit Package that begins the first day of employment,
- 160 hours of vacation leave, 160 hours of sick leave, 40 hours of special leave,
- RRSP Match begins first day of employment,
- Travel Allowances for employee and their spouse and dependent(s),
- Annual Wellness Subsidy,
- Relocation Assistance,
- Cell Phone Subsidy,
- Training and Development opportunities,
- Opportunity to be a part of something larger and help the Yukon community.

Yukon Energy values diversity in the workplace. We strive to achieve a skilled workforce that is representative of the population we serve, and we are committed to the employment and professional development of Yukon First Nations citizens. First Nations candidates are encouraged to self-declare.

We look forward to your application! Apply online at [Recruitment \(adp.com\)](#).

If you have any questions, please feel free email People & Culture via email at [hr@yec.yk.ca](mailto:hr@yec.yk.ca). The posting will remain open until the position is filled.

We thank all candidates for applying but only short-listed candidates will be contacted. Applicants must be legally entitled to work in Canada for any employer without employer sponsorship.

Date Posted: March 18, 2025