



First Nation of Na-Cho Nyäk Dun  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** PSE & ASSETS Coordinator  
**Department:** Education  
**Salary:** \$ 27.01 per hour  
**Term:** Full Time Term (75 hrs/ biweekly)  
Start Date: May 29<sup>th</sup>, 2017  
End Date: April 20<sup>th</sup>, 2018  
**Closing Date:** Friday, May 19<sup>th</sup>, 2017

**Job Summary:**

Reporting to the Manager of Education, the Coordinator is responsible for administering the Aboriginal Skills and Employment Training Strategy – ASETS Sub-Agreement for CYFN and to administer the First Nation of Na-Cho Nyäk Dun Post-Secondary Education programs. This includes following policies and operational plans for training development and employment opportunities for citizens of NND. The position is also responsible for developing training strategies, developing proposals for funding, marketing programs and projects, budget management, Contact 4 maintenance, target reports, educational and return to work plans and working closely with the Administrator (CYFN) by maintaining liaison with businesses, agencies, organizations, Federal, Territorial and private sectors to create training and employment opportunities for First Nation members.

**MAIN DUTIES**

- Prepares budgets for PSE and ASETS including ensuring that client files are maintained to the appropriate standards as set out by the funder(s) and NNDFN policies
- Provides advisory and technical services to support education completion rates and entry or re-entry into the workforce including assisting with EI and EI training funds applications
- Plans and prepares training development strategy, marketing for programs, employment work skills workshops
- Makes recommendations regarding funding, education, community and staff (those who are NNDFN Citizens) training
- Writes proposals
- Works on monthly living allowance and travel allocations for Post-Secondary Students.
- Distributes dollars to parents of NNDFN children for school supplies for K-12
- Liaisons with training institutes and employment agencies and/or their respective committees as may be required or requested
- Provides monthly reports to the Manager and reports to the funder as required by sub-agreements
- Liaisons with other PSE and ASETS Coordinators as well as NNDFN Departments to assist with employment and training requirements
- Keeps current on trends in employment and education and maintains a library for the program
- Responsible for overseeing work projects related to the position such as the Summer Student Program.
- Responsible for maintain financial reporting for agreements and to ensure proper documents are completed for clients.

**SKILLS AND QUALIFICATIONS**

- Diploma in Personnel Management or Business Administration and/ or;
- FN management/Education or/equivalent combination of education;
- Training and experience working with First Nations in training and employment, or human resources management; and
- Must have good MS office software, and a working knowledge of budgeting, report writing and awareness of local and regional workforce and economy including a good knowledge of NNDFN culture and traditions.

A DETAILED JOB DESCRIPTION IS AVAILABLE AT: [www.nndfn.com](http://www.nndfn.com)

**Please submit cover letters/ resumes to:**

**Ronalda Moses, Manager, Human Resources**  
**First Nation of Na-Cho Nyäk Dun**  
**Phone: (867) 996-2265 Ext. #138**  
**Fax: (867) 996-2267**  
**Email to: [humanresources@nndfn.com](mailto:humanresources@nndfn.com)**