



**First Nation of Na-Cho Nyäk Dun
Mayo, Yukon**

EMPLOYMENT OPPORTUNITY

Position Title: Elders' Coordinator
Salary Range: Level 4 (Starting wage rate \$24.77/ hour)
Term: Part Time Term (37.5 Hours Bi-weekly)
Closing Date: July 25th, 2017 or until filled

JOB SUMMARY

Reporting to the Elders' Councilor, the Elders' Coordinator is responsible for assisting the Elders' Councilor with the following duties:

- Coordinating activities, programs and events of the Elders' Council;
- Coordinating and advertising meetings;
- Drafting agendas, taking and transcribing minutes and drafting resolutions;
- Assist in drafting annual work plan; and
- Arranging travel and mailing information to Elders'.

REQUIREMENTS

- Good computer skills (i.e. MS Word, Excel, Outlook);
- Good oral and written communication skills;
- Must have strong organizational skills and able to work independently;
- CPR/ First Aid (or willingness to obtain);
- Valid Driver's License; and
- Must be flexible, as hours of work may be irregular to meet the needs of the Elders'.

For a copy of the job description and to submit your Resume and/ or FNNND Employment Application please contact:

Ronalda Moses, Human Resources Manager
First Nation of Na-Cho Nyäk Dun
Phone: (867) 996-2265 Ext. #138
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Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens