

FIRST NATION OF NACHO NYAK DUN (FNNND)

POSITION TITLE: Elders Coordinator
DEPARTMENT: Council
SUPERVISOR: Elders Councilor
DATE: February 2017
STATUS: Term Part-Time
CLASSIFICATION: Level 4

JOB SUMMARY

Reporting to the Elders Councilor, the Elders Coordinator is responsible for assisting and providing administrative support with coordinating activities, programs and events of the Elders Council. The position requires good working knowledge of general office procedures, filing and coordination skills.

MAIN DUTIES

- Coordinating and advertising meeting advisories;
- Drafting agendas, taking and transcribing minutes and drafting resolutions;
- Assist in drafting annual work plan;
- Arranging travel arrangements;
- Record and distribute incoming/ outing mail correspondence;
- Coordinate, organize and advertise recreation and social activities for Elders; such as lunches, fitness activities, traditional arts and culture activities;
- Ensure safety of Elders at activities and social activities;
- Organize and participate in fundraising activities;
- Assist in drafting proposals and report on program and/ or project activities, as required;
- Draft and provide information in FNNND's community calendar and Newsletter on upcoming Elder events;
- Translate or find an interpreter for Elders upon request (i.e. for meetings, medical and/ or educational purposes); and
- Other duties as required.

DESIREABLE KNOWLEDGE AND SKILLS

- The incumbent must have a willingness to learn Northern Tutchone Language;
- Good computer skills (i.e. MS Word, Excel, Outlook);
- Good oral and written communication skills;
- Ability to foster unity and communicate effectively with a variety of people;
- Ability to coordinate and organize effective program planning;
- Ability to work both as part of a team and independently and be self-motivating;
- Knowledge and respect of NND's history, culture, demographics, goals and aspirations and the traditional needs of Elders;
- Knowledge of Elder activities relevant to First Nations and small northern communities;

- Must be punctual and maintain confidentiality; and
- Must abide and respect the Elders Council Rules of Procedures and traditional law.

DECISION MAKING

The position works within the parameters established by the Elders Council. Recommendations can be made to the Elders Council from time to time devising new approaches and courses of action to achieve objectives.

The incumbent will have to use independent judgment when managing work load, while coordinating and time managing various Elders’ activities and meetings.

IMPACT/ACCOUNTABILITY

The work of this position has a direct impact on the ability to fulfill the mandate of operational and functionality of the Elders Council.

WORKING CONDITIONS

- Must be able to lift/ pack 5-10 lbs. (i.e. filing boxes, meeting supplies, groceries, etc.);
- May occasionally deal with distressed Elders and must handle these situations with professional tact and diplomacy in a confidential manner;
- Travel within the community and occasional travel outside community may be required; and
- Must be flexible, as hours of work may be irregular to meet the needs of the Elders’.

CONDITIONS OF EMPLOYMENT

- Valid Class 5 Yukon Driver’s License; and
- First Aid/ CPR certification (or willing to obtain).

POSITION APPROVAL

We approve this position as representative of the work to be performed and that the responsibility and authority levels identified have been delegated to this position.

Rose Lemieux
Elders Councillor

Date

Ronalda Moses
Manager, Human Resources

Date

I have read the position description and understand that it is a general description of the duties assigned to the position occupied by me.

Elders’ Coordinator

Date