



First Nation of Na-Cho Nyäk Dun
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: **Tuesday, October 17th, 2017**

Job Summary:

Reporting to the Elders Councilor, the Elders Coordinator is responsible for following the rules of procedure for the Elders Council in assisting in 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 include:

- 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;
- Arranging travel and mailing information to Elders'; and
- Ability to act as a positive role model for community members demonstrating the practice of a healthy lifestyle, including demonstrating stability, maturity, integrity and sobriety in the workplace.

Qualifications:

- 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/ rules of procedure and to submit your Cover Letter and Resume please contact:

Ronalda Moses, Human Resources Manager
First Nation of Na-Cho Nyäk Dun
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Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens