



EMPLOYMENT OPPORTUNITY

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| Position Title: | (1) Unemployed Youth Age 15-30 for Education Assistant |
| Department: | Education Department |
| Salary Range: | \$19.84 |
| Term: | October 15, 2018 – March 1, 2019 |
| Hours: | 8:30 a.m. – 4:30 p.m. – 7.5 hours per day/ 75 hours bi-weekly |
| Closing Date: | October 12, 2018 |

Job Summary:

The Na-Cho Nyäk Dun Education Department is seeking an Unemployed Youth with experience in general office administrative duties.

Reporting to the Education manager, the Education Assistant will be responsible for answering incoming calls, taking messages, photocopying, faxing, checking email, filing, assisting with events and other administrative tasks.

Conditions of Employment

- An interest in working within a First Nation in the area of the Education department
- Good oral written and communication Skills.
- Willing to work with team.
- Knowledge of Microsoft Word, Excel and Outlook.
- Demonstrated good work ethics (self-starter, punctual, accountable)
- Other tasks as requested

Please submit your application to:

Roberta Hager, NND Education Manager
First Nation of Na Cho Nyak Dun
P.O. Box 220 Mayo, YT Y0B 1M0
(867) 996-2265 ext. 137
pse.aset@nndfn.com