



EMPLOYMENT OPPORTUNITY

Position Title: Career Fair Coordinator
Department: Education & Training, Youth and Daycare
Term: **March 25 to 29, 2019**
Closing Date: Thursday, February 21, 2019
Salary: **7.5 hrs per day at \$25.90**

JOB SUMMARY

The Career Fair Coordinator will organize a one-day event on for NND students, youth, and public to attend the career fair to be held on March 28th, 2019. The Coordinator will responsible for working with local community resources: JVC School, Village of Mayo, NND First Nation, YG Government and other private businesses.

MAIN DUTIES

- Preparation of the Career Fair agenda.
- organize for place of venue.
- Arrange guest speakers and send information to outside agencies.
- Will be responsible for organization of the career fair and work with the Manager on the budget.
- Assist with posting for a cook and helper and set up and cleanup of the facility.
- Ensure set up and cleanup of the venue.
- Develop an Evaluation form for participants.

QUALIFICATIONS AND SKILLS

- Ability to work with minimal supervision and work in a team environment
- Knowledge of how to coordinate career fairs.
- Excellent written and oral communication skills, strong organization and coordination skills.
- Knowledge of government programs and resources.
- Know how to write reports and do evaluation of project.
- Must have CPR/First Aid.
- Must have Security Clearance.

We thank all those who apply and advise that only those selected for further consideration will be contacted.

Submit Resume to: **Roberta Hager, Education Manager**
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