



## EMPLOYMENT OPPORTUNITY

### Position – Elders Coordinator

Department: Council

Posting Date: March 19, 2020

Standard Hours Bi-weekly: 37.5 hours

Start Date:

Salary: Level 4, (\$24.77), based on experience

Closing Date: March 31, 2020

### 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.

### QUALIFICATIONS:

- Good computer skills (i.e. MS Word, Excel, Outlook);
- Good oral and written communication skills;
- The incumbent must have a willingness to learn Northern Tutchone Language;
- 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 familiar with the Yukon Council on Aging: A Guide to Yukon to Programs and Services for Yukon Seniors and Elders;
- Must be punctual and maintain confidentiality;
- Must abide and respect the Elders Council Rules of Procedures and traditional law; 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.

### CONDITION OF EMPLOYMENT:

- Oath of Confidentiality and Code of Conduct and other NND Policies as required;
- Valid Class 5 Driver's License and Abstract; willing to obtain Class 4
- Criminal Record Check – Vulnerable sector

A detailed job description is available upon request

For more information, contact Millie Olsen, Human Resources

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Location: 101 Future Rd, C-6 Subdivision

**We thank all applicants, but only those selected for further consideration will be contacted.**