



First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

COMPETITION #: 9130-24-110-45

Position: CULTURE CAMP COORDINATOR

Department: Executive

Location: Government House, Mayo, Yukon

Status: Regular Term

Hours: 75 Hours Bi-Weekly

Posting Date: February 28, 2024

Closing Date: March 6, 2024

Job Description: <https://www.nndfn.com>

THE OPPORTUNITY

In accordance with First Nation of Na-Cho Nyäk Dun (FNNND) culture and heritage principles, ethics, and values this is an opportunity for someone to develop, plan, and implement cultural camp programs. This position promotes and enhances cultural programming within on the land initiatives while accessing requires resources and funding to support projects.

THE PERSON

This person has good discretion and judgement in coordinating, scheduling, and administering programs in fulfilling tasks to complete the project. You have good organizational and time management skills who has the ability to foster trust and acceptance at community level for positive and active engagement efforts. Most importantly you have knowledge or the desire to learn of FNNND history, culture, language, demographics, goals and aspirations.

QUALIFICATIONS

You will have Grade 12 or equivalent and/ or related administrative coordination experience and training. A combination of education, training and work experience in a First Nations work environment is an asset. You are comfortable working irregular business hours and in isolated camp locations. You will possess First Aid and CPR Certification, a valid Class 5 Drivers License and Abstract and a Criminal Record Check.

ANNUAL SALARY RANGE: \$59, 599.00 – \$78, 500.00 per year [\$30.46 – \$40.12 per hour]

If you are interested in this opportunity, please send cover letter and resume to:

Ronalda Moses
Human Resources Adviser
First Nation of Na-Cho Nyäk Dun
Box 220, Mayo, Yukon Y0B 1M0
E-mail: hr@nndfn.com

Please note: In order for your application to be considered you must be a resident of Canada. Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens. Although we thank all those who apply only those selected for further consideration will be contacted.

FIRST NATION OF NA-CHO NYAK DUN (FNNND)

IDENTIFICATION: Culture Camp Coordinator
DEPARTMENT: Executive
SUPERVISOR: Events Coordinator
DATE: February 2024
STATUS: Regular Term
CLASSIFICATION: Level 5

Job Summary

Reporting to the Events Coordinator the incumbent is responsible for developing, planning, and implementing cultural camp programs, events and activities in accordance with First Nation of Na-Cho Nyak Dun culture and heritage principles, ethics and values. The position promotes and enhances cultural programming within on the land initiatives and accesses the required resources and funding to support projects.

Main Duties

- Responsible for developing an annual program operational plan and budget per fiscal year with the supervisor.
- Responsible for seeking and applying for additional funding source(s) through external proposal opportunities.
- Responsible for implementing program projects, recruiting personnel/ professional services support, purchasing and providing necessary supplies and equipment, and ensures program site locations are prepared and coordinated for hosting.
- Responsible for ensuring occupational health and safety regulations and procedures are met in lieu of planning with program support personnel (i.e. risk assessments, emergency evacuation protocols, etc.).
- Drafts and reports on project debrief summary reports evaluating successes, challenges, recommendations, and final projected budget results upon program project completions.
- Ensures all event expense receipts and invoices are reconciled, coded, and submitted to the supervisor upon completion for payment processing.
- Gathers, researches, and prepares communications for internal and external public with regard to project information that correlates with FNNND values and traditions in a respectful manner.
- May be asked to contact and communicate with supply/ promotional vendors, media contacts, and/ or professional service contractors as directed.
- Ensures inventory of FNNND supplies, equipment, and assets at various locations (i.e., Government House, Outpost, Youth Centre, etc.) for project events are prepared, administered, and monitored (i.e. sign out forms, inventory checklists, etc.).
- Assists within other departments as directed to include cultural and holistic activities in their programs (i.e. youth camps, teacher orientation, wellness sessions, etc.).
- Adheres to a regular clean up schedule after project events and sessions are completed, ensuring the venue is immaculate and tidy after use.

Job Knowledge and Skills

Education and Experience

- Grade 12 (or equivalent) and/ or related administrative coordination experience and training.
- Program and project management experience is an asset.
- Equivalent combination of education, training and work experience in a First Nations work environment is an asset.
- Proficient office and computer experience (i.e. MS Office).

Job Knowledge

- Good written and oral communication skills.
- Good time management and organizational skills.
- Ability to function in stressful situations and be solution driven.
- Ability to work with various departments and external vendors in professional, tactful and diplomatic manner.
- Knowledge of FNNND history, culture, language, demographics, goals and aspirations.
- Knowledge of a broad range of functions of all FNNND departments and programs.

Management Skills:

- Ability to organize and prioritize tasks and meet deadlines to coordinate program.
- Ability to multi-task.
- Must be motivated, take self-initiative, and work independently when required.

Interpersonal Skills:

- Ability to foster trust and acceptance at the community level for positive and active engagement.
- Ability to manage and cope with interpersonal conflict.
- Ability to establish good working relationships with FNNND staff, Citizens, Council and committees, and other levels of government and media.
- Ability to work respectfully with others in a cross-cultural environment.
- Demonstrates as a positive role model in the community.
- Ability to maintain confidentiality.

Decision Making:

The incumbent will be required to use discretion and judgement in coordinating, scheduling, and administering a program and the tasks that are part of the project function. Problems to be solved are re-occurring in nature, although responding to requests or complaints may require some creativity and innovation. Decisions that may impact the credibility of the organization and/ or with financial or reputable consequences are to be redirected to the supervisor.

Impact/Accountability:

The incumbent will develop and implement goal and objective priorities of an operational plan for the program with integral input from departments and external resources (i.e. Elders Council). The inability to follow the operational plan may affect and impact the effectiveness and efficiency of the program and overall credibility of the Executive Office and organization.

Key Personal Contacts and Nature of Contacts:

- Events Coordinator
- Elders Coordinator
- Youth and Recreation Coordinator
- FNNND Employees, Citizens and Elders
- Local Community Members
- External Vendors and Professional Service Contractors

Purposes of contact are for information exchange, provision of advice, problem solving, and receiving approval and direction.

Working Conditions

- This position is located in a normal office environment and is required to meet regular critical deadlines.
- May include working outside of regular business hours, including holidays and weekends, in preparation and attendance at program events and sessions.
- Ability to operate office equipment and computer software including Microsoft Word, Excel, PowerPoint.
- This position may require lifting and moving heavy boxes up to 25 kg.
- This position may work outside in hot and cold temperatures and in isolated locations (i.e. Ethel Lake Outpost, Nash Creek, Partridge Farm, etc.).

Conditions of Employment

- First Aid and CPR Certification
- Valid Class 5 Driver's License and Abstract
- Criminal Record Check