



First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

COMPETITION #: 9130-25-115-34

Position: ANNUAL GENERAL ASSEMBLY COORDINATOR

Department: Executive

Location: Government House, Mayo, Yukon

Status: Casual

Hours: 75 Hours Bi-Weekly

Posting Date: March 19, 2025

Closing Date: UNTIL FILLED

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

THE OPPORTUNITY

This is an opportunity for planning and coordinating the annual general assembly event and activities in accordance with the First Nation of Na-Cho Nyäk Dun culture and heritage principles, ethics and values. The position coordinates and promotes this annual event and accesses the required resources to support this governance initiative per the objectives as defined by Council.

THE PERSON

This person likes to organize and prioritize tasks and meet deadlines in coordinating a program. You are good communicator with the ability to multi-task and are motivated to take the self-initiative to get it done while maintaining respect and confidentiality in establishing good working relationships with FNNND staff, Citizens, and Council.

QUALIFICATIONS

You will have Grade 12 (or equivalent) and/ or related administrative coordination experience and training. Equivalent combination of education, training and work experience in a First Nations work environment is an asset with proficiency in office and computer applications (i.e. MS Office).

ANNUAL SALARY RANGE: \$ 59, 479.00 - \$ 78, 143.00 Annually [\$ 30.40 - \$ 39.94 /hr]

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

Ronalda Moses
A/ Director, Human Resources & Capacity
First Nation of Na-Cho Nyäk Dun
Box 220, Mayo, Yukon Y0B 1M0
E-mail: hr@nndfn.com
Phone: 867-996-2265 ext. 121

Please note: In order for your application to be considered you must be a permanent 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.