

## **FIRST NATION OF NA-CHO NYAK DUN (FNNND)**

**IDENTIFICATION:** Annual General Assembly (AGA) Coordinator  
**DEPARTMENT:** Executive  
**SUPERVISOR:** Executive Director  
**DATE:** January 2025  
**STATUS:** Casual  
**CLASSIFICATION:** Level 4

### **Job Summary**

Reporting to the Executive Director the incumbent is responsible for planning and coordinating the annual general assembly event and activities in accordance with First Nation of Na-Cho Nyak 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 as defined by the Council.

### **Main Duties**

- Responsible for developing an event plan and budget with the assistance and guidance of the supervisor.
- Responsible for seeking and applying for additional funding source(s)/ sponsors through external proposal/ donation opportunities.
- Responsible for recruiting personnel/ professional services support, purchasing and providing necessary supplies and equipment, and ensures event site location(s) are prepared and coordinated for hosting. FNNND personnel contacts may include Capital and Infrastructure (outdoor kitchen orientation – propane stove, water tank, etc.) Food Services and Catering (food preparation, server details), IT Technician (sound, camera details), Wellness and Social Programs (transportation Citizen needs), Education – Youth and Recreation (childcare, concession stand, draws/ raffles, etc.).
- Responsible for ensuring occupational health and safety regulations and procedures are met in lieu of planning with event support personnel (i.e. risk assessments, emergency evacuation protocols, etc.).
- Drafts and reports on event debrief summary report evaluating successes, challenges, recommendations, and final projected budget results upon event completion.
- 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 event information timeline that correlates with FNNND values and traditions in a respectful manner (i.e. media advertisement, newsletter, website, social media platforms, etc.)
- Will be required to contact and communicate with supply/ promotional vendors, media contacts, and/ or professional service contractors as directed (i.e. Tent rentals, entertainment, etc.).

- Ensure inventory of FNNND supplies, equipment, and assets for events are prepared, administered, and monitored (i.e. sign out forms, inventory checklists, etc.).
- Adheres to a regular clean up schedule after event and activities are completed, ensuring the venue is immaculate and tidy after use. This includes Government House grounds, outdoor kitchen and appliances, etc.

### **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 a 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 programs.
- Ability to multi-task.
- Must be motivated, take self-initiative, and work independently.

#### **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, and Council.
- 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 an event 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 event plan with integral input from departments and external resources as required. The inability to follow the event plan may affect and impact on the effectiveness and efficiency of the event and overall credibility of the Executive Office and organization.

**Key Personal Contacts and Nature of Contacts:**

- FNNND Managers/ Directors
- A/ 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, and problem solving.*

**Working Conditions**

- May include working outside of regular business hours, including holidays and weekends, in preparation and attendance at event and activity 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 20 lbs.

**Conditions of Employment**

- Valid Class 5 Driver's License and Abstract
- Criminal Record Check