



JOB DESCRIPTION

POSITION TITLE	Elders Coordinator	STATUS	Full-Time, Indeterminate
DEPARTMENT	Executive	LEVEL	Level 6
SUPERVISOR	Executive Director	REVISED	April 18, 2026

Context Statement

As an order of government in Canada, the First Nation of Na-Cho Nyak Dun (FNNND) has the authority and responsibility to manage lands and resources within its Traditional Territory for the benefit of present and future generations, in accordance with the FNNND Final Agreement, Self-Government Agreement and FNNND Constitution.

Job Overview

Reporting to the Executive Director, the Elders Coordinator provides administrative support to the Elders Council and coordinates its activities, programs and events. The incumbent delivers Elders Council programs and activities, manages associated budgets and funding requirements, and ensures the effective administration of Elders Council operations, including meetings, records management and communications.

Main Duties and Responsibilities

- Assist the supervisor in developing, implementing, managing and monitoring the Elders Council operational plan and budget.
- Supervise the Elder Council Clerk and Elder Driver positions, including conducting employee performance evaluations and identifying training and development needs.
- Develop and submit funding proposal applications and ensure funding reporting requirements are met.
- Coordinate, organize and deliver recreational, social and fundraising activities for Elders (for example, lunches, fitness activities and traditional arts and cultural activities), and support Youth participation where appropriate.
- Ensure Elders Council projects and programs are effectively and efficiently coordinated, including Elder retreats (for example, Midway Festival, Elder Cultural Camps and educational sessions).
- Ensure FNNND occupational health and safety requirements are met to ensure the health and safety of Elders participating in cultural, recreational and social activities and events.
- Administer incoming and outgoing Elders Council correspondence in support of effective communication.
- Develop meeting agendas, notifications and confirmations, coordinate meeting venues and logistics (for example, coordinating with Catering and Events and IT staff) and distribute meeting packages in advance.
- Attend Elders Council meetings and draft meeting minutes, briefing notes and resolutions.
- Administer files in compliance with FNNND records management policies and systems.
- Assist the Executive Office with Elder-related board and committee appointment processes, RFP processes and fiscal year-end processes, as required.
- Ensure financial resources, assets and human resources are allocated and used effectively.
- Assist in developing strategic and operational plans and budgets related to the Elders Council.
- Ensure a language interpreter/translator is available for Elders upon request (for example, for meetings or medical appointments).

- Assist with transporting Elders to events, as required.
- Perform other related duties, as required.

Education and Experience

- Completion of Grade 12 (or GED equivalent) and/or a certificate or diploma in office administration, along with one year of related work experience; an equivalent combination of education, knowledge, skills and experience may be considered.
- Knowledge of general office procedures.
- Knowledge of the FNNND Final Agreement, Self-Government Agreement and Constitution is an asset.
- Knowledge of Elder Council Rules of Procedure.
- Knowledge of FNNND history, culture, language, demographics, socio-economic issues, goals and aspirations is an asset.
- Proficiency with Microsoft 365 applications, including Word, Outlook, Excel, PowerPoint.

Management Skills

- Ability to develop and implement goals, objectives and work plans.
- Ability to provide leadership, supervision and direction to staff.
- Ability to understand and work with program budgets and funding requirements.
- Strong organizational and time management skills.
- Ability to gather information and provide basic summaries to support planning and reporting.
- Ability to resolve conflict and maintain confidentiality.

Interpersonal Skills

- Ability to communicate clearly and respectfully with Elders, Council, staff, Citizens and the community.
- Ability to build and maintain professional working relationships.
- Ability to exercise discretion, tact and diplomacy.
- Ability to work collaboratively as part of a team.
- Ability to work independently and show initiative.
- Willingness to learn the Northern Tutchone language.
- Ability to engage respectfully with Elders and support culturally appropriate interactions.

Direction/Decision-Making

While working within the parameters established by the supervisor and the Elders Council, the incumbent may identify opportunities to improve operations and support the achievement of Elders Council goals and priorities. The incumbent uses independent judgment to manage work priorities and coordinate Elders Council activities and meetings. Issues, problems or matters which cannot be resolved are brought forward to the supervisor for resolution. The incumbent must respect and consider traditional values and culture in performing their duties.

Impact and Accountability

The incumbent is accountable for ensuring operational tasks are delivered in an effective and efficient manner. The incumbent's decisions directly impact the effective functioning of Elders Council meetings and events, which are critical to meeting Elders Council expectations and deliverables.

Working Conditions

The incumbent works in a normal office environment, including sitting for long periods of time at a computer or attending meetings. Travel on the land may be required, including exposure to extreme temperatures and varying light conditions. The incumbent requires sustained concentration and the ability to meet critical deadlines (for example, meetings, events and ad hoc requirements), often while managing multiple priorities and frequent interruptions. Flexible work hours may be required to support meetings and events, including evenings and weekends. The incumbent may encounter situations where Citizens are frustrated or upset, requiring patience, professionalism and sound judgment.

Key Personal Contacts and Contact Nature

Contact	Nature
Executive Director	Direct supervisor; provide direction, guidance and oversight.
Elders	Engage in accordance with traditional protocols and cultural practices.
FNNND Citizens	Exchange and receive information related to Elders Council activities and initiatives.
FNNND Staff	Collaborate with staff on Elders Council initiatives and events.
Federal, Yukon Government, YFNs, External Organizations and Agencies.	Exchange and receive information related to Elders Council activities and priorities.

Supervised Employees

- Elders Council Clerk
- Elders Driver
- Casual Workers

Conditions of Employment

- Criminal Records Check with Vulnerable Sector Screening
- Valid Class 5 Driver’s License and Driver’s Abstract
- First Aid and CPR
- WHMIS (or willingness to obtain)
- willingness to take training pertaining to the position

Amendments

This job description accurately reflects the present position, and may be reviewed and amended on a regular basis. Significant changes will be made following appropriate consultation.