



Statement of Duties – GA Coordinator General Assembly Coordinator

Kwanlin Dün First Nation Government is pleased to inform you that you are the successful candidate for the above noted position. **You are required to submit a criminal record check as soon as possible if a current one is not on file.**

Reporting to the designated person(s) the GA Coordinator will be responsible for the planning, organizing, and supervision of staff and oversee all preparation and follow-up requirements at the General Assembly scheduled for October 21st through 22nd, 2017 at the Kwanlin Dün Cultural Centre. The Coordinator must be available during the work day, and before/after hours in order to ensure this event is a successful.

This is not a training and development opportunity.

The main duties and responsibilities of the 2017 Fall General Assembly Coordinator include:

- Prepare a work-plan for the 2017 Fall GA, in consultation with the designated person(s).
- Adhere to, and effectively manage the approved 2017 Fall GA Budget.
- Recruit / identify candidates for the 2017 Fall GA Assistant Chair-Person, and provide options and costs.
- Arrange service contracts as required, including the approved 2017 Fall GA Assistant Chair-Person.
- Participate in the recruitment of the 2017 Fall GA support staff, and provide supervision to; Cooks, Cook’s Helpers, Class 4 Drivers, Security, Janitors, Labourers (Set-Up & Take-Down), KDFN Youth Coordinator & Youth Workers (age 14-19), Gopher Buddies (age 10-13) and other 2017 Fall GA employees / contractors.
- Work closely with the 2017 Fall GA Cooking Staff; oversee meal / snack planning, the food budget and arrange / coordinate the purchase of food and supplies for meals, snacks and beverages.
- Arrange travel, as required, for approved 2017 Fall GA resource people.
- Arrange day-care availability with the Dusk’a Family Learning Centre.
- Coordinate the availability of 2017 Fall GA Information Packages, as well other relevant documentation including KDFN policies, procedures and regulations.
- Arrange venue set-up including tables, chairs, professional sound system, tents and the tape-recording of the 2017 Fall GA.
- Arrange a Recording Secretary, and supervise the preparation and timely completion of the 2017 Fall GA minutes.
- Coordinate other related duties to ensure a well-organized 2017 Fall GA.
- GA Report to be completed and submitted to ECO and HR by November 3, 2017.

Qualifications:

- Class 5 Yukon Driver’s License and reliable method of transportation
- Strong administration, event planning, coordination & budget management skills
- Supervisory skills and experience, good interpersonal and communication skills
- Organizing, time management & multi-tasking skills in a fast-paced environment
- Knowledge of KDFN Community, families and cultures
- Computer and office equipment skills
- Understands the process requirements for KDFN General Assembly
- Clear Criminal Records Check

Other:

- Should overtime be required, it will be authorized *in advance* and in consultation with the Director of Governance.

*Please note: Workers will only be paid for the hours worked and approved. Should the general assembly be cancelled for unexpected reasons, first right of recall applies.

I understand the terms and conditions of the duties as identified above and understand this may not be a full description of the duties I will perform.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Human Resources: _____

Date: _____