



Kwanlin Dün First Nation
35 McIntyre Drive
Whitehorse, Yukon Y1A 5A5
Phone: (867) 633-7800
Fax: (867) 668-5057

EMPLOYMENT OPPORTUNITY

Position: General Assembly Coordinator
Department: Governance
Term: Casual, up to full time

Kwanlin Dün First Nation is seeking a qualified Coordinator for the up-coming General Assembly being held at the Kwanlin Dün Cultural Centre on October 20 & 21, 2017. The successful individual will have excellent organizational skills and abilities; have good supervisory skills including the ability to motivate and schedule staff. An understanding of the process requirements for KDFN General Assembly is essential.

Qualifications:

- Large event coordination experience;
- Experience supervising, motivating and scheduling a number staff;
- Financial management experience, including adhering to a budget;
- Experience using computers & office equipment; collecting data and assembling information packages;
- Organizing, time management & multi-tasking skills in a fast-paced environment;
- Report writing skills;
- Knowledge of the history and culture of the Kwanlin Dün families and community.
- Prior experience coordinating KDFN events or General Assemblies is an asset

Conditions of employment:

- Acceptable pre-employment criminal record check;
- Class 5 driver's license and clean driver's abstract (please submit a copy with your resume);
- First Aid and CPR

Job Requirements: Willingness to work evenings and weekends up to and including the week of the General Assembly. Submitting a GA Report will be required following the event.

Salary: \$35.00/hour

Closing Date: Friday September 22, 2017 at 4:30pm

Please submit your resume and cover letter to: Human Resources, at the KDFN Administration Building (35 McIntyre Drive), via fax (668-5057), or via email to resume@kdfn.net

Note: For those submitting applications via email, you will receive a response stating that your email has been received. If you do not receive this automatic response within two (2) business days, please contact the KDFN HR Department at 633-7800.

For a full job description, please visit the KDFN Administration Office or access one on our website at <http://www.kwanlindun.com/employment>

We thank all those who apply, however only those selected for an interview will be contacted.

***Note: The KDFN preference policy is in effect.
You must self-identify if you want the preference policy to apply.***