

First Nation of Na-Cho Nyak Dun (FNNND)

Position Title:	Post-Secondary Education (PSE) and Aboriginal Skills and Employment Training Strategy (ASETS) Coordinator
Department:	Education
Supervisor:	Manager, Education and Training
Date:	May 2023
Status:	Regular Term
Classification:	Level 5

JOB SUMMARY

Reporting to the Manager, Education, the Coordinator is responsible for administering the Aboriginal Skills and Employment Training Strategy – ASETS Sub-Agreement for Council of Yukon First Nations (CYFN) and to administer the First Nation of Na-Cho Nyak Dun (FNNND) Post-Secondary Education programs. The incumbent will require knowledge of referring training and educational institutions and programs available within the Yukon and Provinces, of education and training practices, procedures and principles and of education and training issues affecting First Nations people. This will include following policies and operational plans for training development and employment opportunities for citizens of FNNND.

MAIN DUTIES

- Assists Manager with budgets for PSE and ASETS including ensuring that client files are maintained to the appropriate standards as set out by the funder(s) and FNNND policies.
- Reviews applications for management approval of funding applications for education, community and staff training.
- Ensures that Finance receives spreadsheet with monthly living allowance and travel allocations for Post-Secondary students in a timely manner.
- Processes and submits FNNND children applications for school supplies K-12.
- Liaises with training institutes and employment agencies and/ or their respective committees as required or requested.
- Monitors and assesses spending budgets with Manager.
- Liaises with other PSE and ASETS Coordinators, as well as, FNNND Departments to assist with employment and training requirements.
- Other duties as required.

SKILLS AND QUALIFICATIONS

Knowledge and skills are typically acquired through completion of certification or diploma in Business Administration or Office Management or/ equivalent combination of education, training and experience working with First Nations in training and

employment, or human resources. Must have a working knowledge of budgeting, report writing and awareness of local and regional workforce and economy is an asset, including a good knowledge of FNNND culture and traditions.

Good planning, organizational, communications and research skills are required. Good interpersonal skills are required to coordinate program initiatives.

OFFICE SYSTEMS EQUIPMENT

The employee must have standard computer skills including MS Office, Internet, and E-mail. Position duties require working knowledge of general office procedures, filing, and word-processing and database management. Good organizational skills are essential as well as the ability to use a wide variety of office equipment.

DECISION-MAKING

Goals and objectives for the position are established by the Manager and the work of the position is assigned. Problems are transactional and are of a recurring nature and solved by reference to standards and precedents. A supervisor is available for more complex problems. The work of the position will be conducted in accordance with established laws, policies and procedures. Independent judgment is accepted within policy and procedures in re-occurring situations. This position has no signing authority.

IMPACT/ACCOUNTABILITY

The work of the position is primarily facilitative in nature; however, the work of this position directly impacts the effectiveness of the Departments operational plan, programs, activities, boards, committees, policies, proposals, etc., and therefore has a direct impact on the overall mandate of FNNND. The incumbent is fully accountable to the Manager for the overall achievement of management goals and objectives.

WORKING CONDITIONS

Interruptions occur often. Some concentration is required in performing duties under deadlines. The incumbent responds to the requirements of all unit staff. Due to the expectations associated with the position, the incumbent may often have to deal with upset and emotional individuals. The employee may on rare occurrence have to work overtime and respond to "emergencies".

CONDITIONS OF EMPLOYMENT

Position requires confidentiality, empathy, tact, diplomacy, flexibility and discretion. A valid Class 5 Yukon Driver's License is required along with an annual driver's abstract. All FNNND personnel policies and associated signatory forms apply. Employee must have no criminal record as it relates to the position.