



## First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

**COMPETITION #: 9130-24- 502-11**

**Position: POST-SECONDARY EDUCATION AND ABORIGINAL SKILLS AND  
EMPLOYMENT TRAINING STRATEGY (ASETS) COORDINATOR**

**Department:** Education

**Location:** Government House, Mayo, Yukon

**Status:** Regular Term

**Hours:** 75 Hours Bi-Weekly

**Posting Date:** July 2, 2024

**Closing Date:** July 15, 2024

**Job Description:** <https://www.nndfn.com>

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### THE OPPORTUNITY

This is a position for someone who wants to work with FNNND citizens and students in administering the Aboriginal Skills and Employment Training Strategy and Post-Secondary Education program. It is an opportunity to refer and support individuals toward training and development opportunities and initiatives within different educational institutions and programs that are available to meet the needs of the persons career goals and objectives.

### THE PERSON

This person is genuinely interested in the development and success of citizens in the community and values education and training. The position liaises with individuals, agencies and organizations; therefore, the person is a good interpersonal communicator with organizational and planning skills in order to coordinate effective program initiatives.

### QUALIFICATIONS

This person will have general office administration and coordination skills in fulfilling administrative duties. Certification or diploma in Business Administration, Office Management, Grade 12 and/ or equivalency combination of education, training and experience working within a First Nation environment/ community would be an asset.

You must be familiar with the use of standard office equipment and demonstrated computer skills using Microsoft Office and Outlook.

#### Special Working Conditions

A relevant Criminal Records Check is required, and Class 5 Drivers License is an asset.

**ANNUAL SALARY RANGE:** \$ \$ 59,599.00 - \$ 78,500.00 Annually [\$ 30.46 - \$ 40.12 /hr]

The FNNND offers a competitive benefits package including shared pension contributions, extended health, and dental plan.

If you are interested in this opportunity, please send cover letter and resume to:

Ronalda Moses  
Human Resources Adviser  
First Nation of Na-Cho Nyäk Dun  
Box 220, Mayo, Yukon Y0B 1M0  
E-mail: [hr@nndfn.com](mailto:hr@nndfn.com)

***Please note: In order for your application to be considered you must be a permanent resident of Canada. Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens. Although we thank all those who apply only those selected for further consideration will be contacted.***