



Little Salmon Carmacks First Nation

Together today for our children tomorrow.

May 15, 2023

JOB OPPORTUNITY **2023 ANNUAL GENERAL ASSEMBLY COORDINATOR**

Little Salmon Carmacks First Nation is looking for a Coordinator to coordinate the 2023 Annual General Assembly that will be held at Airport Lake.

Start date: June 1st to June 14th, 2023.

Duties and Responsibilities:

- Developing the Assembly agenda in consultation with LSCFN Council Clerk and Chief, and;
- Monitoring Cooks, Cooks Helpers, Labours, Traditional Events Coordinator, Daycare Workers & Driver
- Arranging meals
- Arranging travel for citizens & elders as required
- Ensuring sound system is available for assembly dates
- Understanding G/A budget & following budget
- Liaison with Council Clerk and Council Secretary for door prizes
- Make sure only LSCFN Citizens are counted for votes
- Must always remain friendly and have a positive attitude

Qualifications:

- Valid Yukon driver's license class 5 with own vehicle
- Coordinating experience preferred
- Good communication skills, well organized, reliable & committed, working flexible hours, ability to public speak
- Basic First Aid

LSCFN recruitment policy will apply

Please submit resume by 4:30 p.m. May 26, 2023 to:

Doris Johnson, Human Resource Officer
Little Salmon Carmacks First Nation
PO Box 135, Carmacks Y.T. Y0B 1C0
Phone: (867) 863-5576, ext 280 Fax: (867)863-5710
Email: resume@lscfn.ca

Caring, Sharing, Respect and Teaching

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