



Little Salmon Carmacks First Nation

Together today for our children tomorrow.

November 10, 2022



Whitehorse Christmas Party/Project



1 Coordinator (November 22nd to December 15th)

Hours: 8:30 A.M.-4:30 P.M. Monday to Friday

Duties:

The Party/Project Coordinator will be responsible to provide direction, support and supervision to project workers while utilizing the project workers to arrange the Whitehorse Citizen Christmas Party.

The coordinator will be responsible to collect/approve timesheets, create/find work projects, arrange all aspects of the Christmas Party, liaison with the appropriate LSCFN staff for Christmas party and project inquiries.

A full list of duties will be given once position commences.

Condition of Employment:

Required:

Valid Driver's Licence, Class 5 required, and own vehicle

Must be able to start immediately

Must be 19 yrs. or older

Must have good communication skills

Ability to work with short timelines, without supervision and in stressful circumstances

Must be very organized with time management skills

Must be responsible, reliable and work as a team

LSCFN Recruitment Policy will apply

If you are interested, please submit your resume before November 17, 2020, 4:30 P.M. to:

Doris Johnson, HR Officer

PO Box 135, Carmacks Y.T. Y0B 1C0

Phone:(867)863-5576,ext.280 Fax:(867)863-5710, Email: resume@lscfn.ca