

EMPLOYMENT OPPORTUNITY – SELKIRK FIRST NATION

Position: General Assembly Coordinator – October 23, 24 and 25 (tentative)

Salary: Level 6 - \$30.66 - \$36.80 per hour

Status: Casual Full-Time – ASAP to October 30, 2020.

Closing Date: August 26, 2020

Main Duties:

Plan and prepare for the Annual General Assembly. Preparation of the assembly site and technology for approximately one hundred people (150), attending in person and/or remotely by electronic means.

- Emergency provisions
- Ensure coffee, tea, and healthy snacks and meals provided for the 3 days
- Set up Elders gathering place, which includes coffee and tea
- Set up GA site(s), taking into account COVID restrictions and protocols
- Ensure cleaning and sanitization of site(s) building and surrounding areas daily and as needed
- Help with selection of support staff, such as cooks, labourers, etc. provide supervision
- Secure sound system and other electronic meeting equipment, pick up, set up and return within specified time.
- Advertise in both newspapers and CHON FM on GA dates, location and dates
- Travel to Whitehorse to pick up equipment and groceries if required.
- Garbage removal
- Prepare GA packages, which may include putting together the booklets
- Other duties as may be requested or required

For additional information, please contact Diana Dawson at dawsond@selkirkfn.com, 867-537-3331 ext 214.

Please submit application/resume to Human Resources at hrdirector@selkirkfn.com