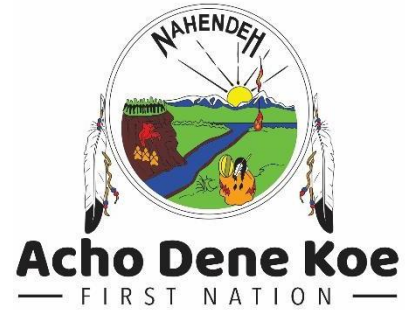


# EMPLOYMENT OPPORTUNITY

Released: 2022-08-15

Fort Liard, Northwest Territories

## Community Services Coordinator



Reporting to the Assistant Band Manager, Acho Dene Koe First Nation seeks applications with interest in the position of Community Services.

**The position will be filled once a suitable candidate has applied.**

The Community Services Coordinator is responsible for First Nation's Community Wellness Plan that includes supplying cultural education, artistic, recreational, and events for the members of Acho Dene Koe First Nation.

The Community Services Coordinator provides supervision for the staff responsible for programming at the Gathering Place [the Band's Youth Center] and for the Youth Recreation Coordinator.

The Community Services Coordinator is accountable for developing and delivering a monthly calendar with events and promoting those opportunities that target meeting the needs, interests, and aspirations of the members. Finally, the Community Services Coordinator works with the Hamlet of Fort Liard staff to increase access to, and participation, in sport, culture and recreation.

### **PROFESSIONAL CERTIFICATION, EDUCATION AND EXPERIENCE:**

- Preference is minimum of Grade 12 with a background in events planning, recreation, or related field with a combination of relative experience and post-secondary education.
- Class 5 Drivers License
- Proficient in Microsoft Office Suite (Outlook, Word, Excel)

The successful candidate must be willing to work irregular hours, after school, evenings, weekends, and holidays. Must consent to a Child Welfare Clearance Check.

### **SALARY AND BENEFITS**

The successful candidate will find a wage from \$26 to \$34 per hour dependent on education and experiences. The position comes with full benefits including medical, dental, extended health and if required housing may be available through the First Nation's economic development corporation.

### **TO APPLY:**

Submit your resume to Boyd Clark, Advisor/Acting Band Manager  
via email to: [administration@adkfirstnation.ca](mailto:administration@adkfirstnation.ca)

**\*\* POSITION WILL REMAIN OPEN TO A SUITABLE CANDIDATE IS FOUND \*\***

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