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**CHIEF  
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**COUNCILLORS  
Vincent Chechock  
Brent Tabobondung  
Dave Rice  
Theresa McInnes**

## **Gaming Revenue Coordinator Full-Time Employment Opportunity**

Wasauksing First Nation is currently seeking a Gaming Revenue Coordinator. The Gaming Revenue Coordinator position is responsible for implementing the approved strategies and directions, in relation to the Gaming Revenue Fund.

### **Summary of Duties:**

- Responsible for the effective and efficient administration, and ensures compliance with the policy and administrative objectives of the Wasauksing Gaming Revenue Fund.
- Responsible for meeting with potential applicants of the Fund and familiarizing them with the application process, while providing assistance and support when needed.
- Report all inquiries, client information (statement of intent/application forms), and prepare recommendations for the review of the Gaming Revenue Fund Committee.
- Responsible for preparing all reports, including annual reports, for Committee/Council review.
- Providing support to committee and Chief and Council for funding decisions.
- Recommends and develops programs, policies, procedures and controls regarding Wasauksing Gaming Revenue Fund.
- Develops, coordinates and delivers community sessions relating to the Wasauksing Gaming Revenue Fund.
- Communicate effectively with community members, CED, Chief and Council, Council/Community Committees, Directors, Managers, staff, funding agencies and others as required in a timely, responsible and professional manner.
- Ensure related Council directives/motions, and BCR's are followed up on in a timely, efficient and professional manner.
- Attend all Gaming Revenue Fund Committee and other meetings as required, within and outside of the community.
- Provide resource support to Gaming Revenue Fund projects as needed.
- Clerical duties such as photocopying, filing and inputting data.
- Responsible for the processing and monitoring of Gaming Revenue Fund payments.
- Works with Finance Department to ensure effective and efficient administration of the Wasauksing Gaming Revenue Funds.
- Operates in accordance with and ensures compliance to the Wasauksing First Nation administrative, finance and program policies and procedures as may be updated and amended from time to time;
- Other duties/tasks/responsibilities as required and as assigned.

**Qualifications and Desired Skills:**

- Completion of post-secondary education program in Business, or related discipline.
- Proven experience in facilitating and presenting information to a large group of participants.
- Excellent interpersonal skills and people skills
- Diplomacy and tact to effectively deal with confidential and/or sensitive situations
- Strong facilitation, negotiation and conflict resolution skills
- Excellent written and oral communications skills including the ability to compose letters and write reports and policies.
- Strong planning and organizations skills including the ability to set priorities, manage projects, meet deadlines and multitask in a fast-paced environment.
- Strong computer skills including a high level of proficiency with Microsoft Office applications (i.e. Word, Excel, Outlook, Access, Power Point and Publisher)
- Applicant must have bookkeeping skills.
- The ability to work well independently and in a team environment
- Must possess excellent organizational and time-management skills.
- Knowledge and understanding of the community environment and culture is essential.
- Must possess a current and valid Driver's License and dependable vehicle.
- A CPIC (Criminal records check) will be required prior to commencing employment.

Salary Grid Classification #4: \$33,016.00 to \$45,073.00

**Competition EXTENDED Deadline: June 10, 2019 at 4:00pm EST**

Please forward your cover letter, resume, copies of education credentials and three employment references to:

Wilma Tabobondung  
Director of Finance  
Wasauksing First Nation  
P.O. Box 250  
Parry Sound, Ontario. P2A 2X4

Email: [dof@wasauksing.ca](mailto:dof@wasauksing.ca)

***We thank all candidates for their interest however, only those selected for an interview will be contacted. Please note that late or incomplete applications will not be accepted.***