

## 2025 Ktunaxa Nation Council (KNC) Annual General Assembly (AGA) Coordinator

### Expression of Interest

#### Job Description:

- ʔaǰam is seeking an AGA Coordinator to coordinate and manage all aspects of the 2025 KNC AGA taking place July 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup> at ʔaǰam.
- This role will work in collaboration with the ʔaǰam Planning Committee, ʔaǰam Staff and KNC staff to produce the AGA.
- This contract will oversee delegation of all activities outlined in the AGA Preparation Tool Guide. Responsibilities include but are not limited to:
  - Planning and attending meetings and events
  - Supporting selection of a Chair and Youth Chair
  - Arranging catering calls and meals including breakfast fundraiser.
  - Preparing call to Community to develop event planning committee.
  - Logo Contest and Advertisement
  - Childminding and youth activities
  - Elders Activities
  - Audio Visual requirements
  - Security, Parking and Sanitation Requirements
  - Coordinating evening activity as determined by the planning committee (such as Pow wow or ball tournament)
  - Development and promotion of the AGA Theme.
  - Coordination of display booths / tents.
  - 50 /50 draw, swag, and door prizes.
- Attributes that are desired include:
  - Community/Band member engagement experience
  - Be in 'Good Standing' with ʔaǰam
  - Must be willing to sign and abide by a confidentiality agreement and willing to undergo a Criminal Record check.
  - A degree or diploma in Administration, Event Coordination, or Communications, or equivalent education and experience.

The AGA Coordinator contract is approximately 10 hours per week from January 2025 – July 11, 2025 and 35 hours during the week of July 14<sup>th</sup> – 18<sup>th</sup>. The rate of pay is \$38.50/hour. This is a contract position that does not include pension, benefits, or vacation.

If you are interested, please submit your resume and cover letter outlining your interest in the position by January 7<sup>th</sup>, 2025 to [nkapell@aqam.net](mailto:nkapell@aqam.net)

Preference for this position will be given to ʔaǰamnik and Ktunaxanintik.