

BIG RIVER FIRST NATION

Box 519, Debden | Saskatchewan S0J 0S0

Telephone: (306) 724-4700 | Fax: (306) 724-2161



The Big River First Nation is searching for a Fundraising Coordinator to join our team.

As a Fundraising Coordinator, you will work in partnership with the Sports and Recreation Director and our Finance Department to fundraise for various projects and activities within the community.

Apply by: **June 1, 2022**

Reports to: CEO

Duties and Responsibilities:

- Assigns the workers their duties as needed
- Double checks all cash sales to verify ticket sales
- Coordinates the printing of all tickets on a per draw basis
- Pays all expenses and Use of Proceeds from the bank account
- Pays all winners of each draw.
- Verifies all tickets purchased via e-transfer are accounted for.
- Does all required reporting to IGR.
- Reports to the Board on a regular basis.
- Verifies all E-transfers to the bank account.
- Writes the name and phone number on each ticket purchased.
- Takes a picture of each ticket purchased.
- Sends a text of each picture of tickets to the purchaser.
- Files the tickets prior to them being placed in the draw drum.
- Takes cash and provides tickets for all cash sales.
- Verifies at the end of each shift the cash sales to tickets purchased.

Knowledge, Skills and Abilities:

- Experience with Microsoft Word and Outlook
- Ability to organize and plan own work to meet deadlines
- Ability to be flexible to meet changing priorities
- Excellent oral and written communication skills
- Ability to speak and understand the Cree language is considered an asset.

Qualifications:

- Grade 12 or equivalent with knowledge of various fundraising activities
- Ability to maintain confidentiality
- Must have a Valid Class 5 Drivers License
- Must successfully complete Criminal Records Check with Vulnerable Sector Search as well as comply with an annual Oath of Confidentiality Agreement.
- Fit for Duty Policy in effect.

Interested applicants can apply by submitting a resume with references to hr@brfn.ca by Fax attn: Human Resources to (306) 724-2161. To apply in person, drop off resume and cover letter to the BRFN Band

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Office (306) 724-4700. This position will close on June 1, 2022. Only those selected for an interview will be contacted.

For more information, Please Contact.

Allison Lachance

Human Resources Manager

Phone: 306-724-4700 ext. 226

Email: hr@brfn.ca