



Yellowknives Dene First Nation
Box 2514, Yellowknife, N.W.T. X1A 2P8
Dettah: Ph.: (867) 873-4307
Fax: (867) 873-5969

EMPLOYMENT OPPORTUNITY

The Yellowknives Dene First Nation is committed to providing efficient programs and services for the people of Weledeh. We are looking for individuals who are self-motivated, team oriented with positive attitudes and who possess the education, knowledge and skills to fill a 4-year term position:

Executive Assistant

Under the authority of the YKDFN Chief and Council Government and reporting to the Ndilo Chief, the Executive Assistant is responsible for providing administrative, political and non-political business in a timely and effective manner. This full-time position is based in Ndilo.

The ideal candidate for this position will have completed post-secondary education in the field of Public or Business Administration, Communications, or Native Studies, with a minimum of 2 years of related work experience; or equivalent combination of education with a minimum of 4 years related work experience and/or training, will be considered. The candidate must be able to work with minimal supervision and interact with individuals of all levels in a friendly yet professional manner.

A valid Class 5 driver's license and private vehicle is required. The ability to speak a Dene language, knowledge and/or experience with cultural history and customs of the Weledeh people and previous experience working with First Nations organizations are all definite assets.

A detailed Job Description for this position is available upon request.

The Yellowknives Dene First Nation offers a competitive wage with excellent comprehensive group insurance coverage and benefits.

To be considered, your resume with cover letter must be submitted to Human Resources by closing date of September 20, 2017.

FAX, EMAIL OR DROP OFF YOUR RESUME TO:

**Human Resources Division
Yellowknives Dene First Nation
P.O. Box 2514
Yellowknife, NT; X1A 2P8
Phone: (867) 873-4307
Fax: (867) 873-5969
Email: HR@ykdene.com**

We thank all who apply and advise that only those short listed will be contacted. Priority consideration may be given to the Yellowknives Dene First Nation members.