



**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 the following position:

### **Human Resources/Liaison Coordinator**

Under the authority of the YKDFN Government Chiefs and Council and under the direct supervision of the Human Resources Manager, the Human Resources/Liaison Coordinator acts as a YKDFN representative on all functions of YKDFN/Diavik Participation Agreement, including the provision of liaison services and advice to Diavik Diamond Mines Inc. (DDMI) on matters related to the implementation of the Participation Agreement. This position will also provide direct office support services and coordination of all aspects of human resources functions and duties. This position is located in Dettah.

The ideal candidate for this position will have completed a Certificate or Diploma in Business Administration with a focus in Human Resource Management preferred along with at least two (2) years relevant experience.

A valid Class 5 driver's license and private vehicle is required. The ability to speak a Dene language and previous experience in working with First Nations organizations are all definite assets.

***A 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 application or resume must be submitted to the Human Resources office by closing date of October 13, 2017.**

#### **FAX, EMAIL OR DROP OFF YOUR RESUME TO:**

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

**We thank all who apply and advise that only those short listed will be contacted.**