



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 Wiiliideh. We are looking for an individual who possesses a positive attitude, is self-motivated, team oriented and who has the education, knowledge and skills to fill the following *new* position:

Employment Training Officer

Under the authority of the YKDFN Government Chiefs and Council and under the direct supervision of the Human Resources Manager, the Employment Training Officer (ETO) will work within the Human Resources team to coordinate employment services aimed to increase accessibility to the current labour market for Aboriginal/Inuit clients in the Akaitcho Territory region. This position is located in Dettah, and periodically at the Ndilo office, and will support the YKDFN team in employment, training and community skills development initiatives.

The ideal candidate for this position will have a certificate or diploma in Office Administration coupled with two (2) years relevant work experience; or Grade 12 or equivalency with four (4) years related work experience in administration duties or in a related field would be considered an asset. 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 as this full-time position will involve commuting between the communities of Dettah, Ndilo and the City of Yellowknife. The ability to speak a Dene language, knowledge and/or experience with cultural history and customs of the Wiiliideh 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, submit your resume with cover letter by closing date of May 31, 2019 attention:

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