



Yellowknives Dene First Nation
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EMPLOYMENT OPPORTUNITY

The Yellowknives Dene First Nation is committed to providing efficient programs and services for the people of Wiiliideh. YKDFN is anticipating position(s) for our upcoming daycare facility, located in Ndilo coming soon which will house children from ages one to six years of age with a maximum of 15 children. The YKDFN is looking for an individual who possesses a positive attitude, self-motivated, team oriented and who has the education, knowledge and skills to fill the following *new* position:

Program Manager

Reporting to the Chief Executive Officer, the Program Manager is responsible for the management of the Daycare program in accordance to YKDFN policies. The incumbent is an integral part of the YKDFN team, to ensure that a safe and educational environment for young children are met, communication with parents and management of staff. This position is located in Ndilo from Monday to Friday, 8:00 am to 5:30 pm.

The ideal candidate for this position will have Post-secondary education in Early Childhood Education, coupled with four (4) years of direct related work experience or an equivalent combination of education, and/or training with a minimum of six (6) years of direct related work experience will be considered. Proven work experience in a daycare operations and financial budget management required. Knowledge and/or experience with cultural history, customs and language of the Wiiliideh people and previous experience working with First Nations organizations are all definite assets.

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 **August 16, 2019 attention to:**

**Human Resources Division
Yellowknives Dene First Nation
Fax: (867) 873-5969
Email: HR@ykdene.com**

A detailed Job Description for this position is available upon request. We thank all who apply and advise that only those short listed will be contacted.