



# DEHCHO FIRST NATIONS

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TEL: (867) 695-2610      FAX: (867) 695-2038  
Toll Free: 1-866-995-3748  
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## JOB OPPORTUNITY

### Regional On-the-Land Coordinator

#### Term Position

The Regional On-the-Land Coordinator will be required to work with the DFN member communities to identify land-based projects and priorities, communicate and coordinate land-based projects with DFN members, Dehcho-AAROM, relevant external partners including universities, NGO's and government partners. Meet all reporting requirements of all funding agencies and report back to communities and DFN Leadership and Assemblies as required. The Regional On-the-Land Coordinator will be reporting to the Director of Lands and Resources on a regular basis.

#### QUALIFICATIONS:

1. Minimum of a Diploma in a related field of resource management
2. Three years of related experience in OTL project coordination
3. Proficient understanding of Sage Simply Accounting financial reports
4. Capable of budget delivery of a minimum of \$150,000
5. Experience in communication and coordination with multiple stakeholders; including communities, universities, contractors, government
6. Experience in the preparation of final reports – written and financial and preparation of services agreements and contracts
7. Proficient understanding of the Dehcho K'ehodi Stewardship & Guardian Program to guide land-based project planning

**Application Deadline:**            **January 8, 2021 at 5:00 pm (EXTENDED)**

**Address Cover Letters to:**    Hiring Committee

**Send Applications to:**            Email: [sara\\_mcleod@dehcho.org](mailto:sara_mcleod@dehcho.org)  
Fax:    867-695-2038

***The position may be required to work from home with all necessary equipment and supplies provided.***

For a detailed job description, please contact Sara McLeod, Sr. Executive Administrator at the above email or phone (867) 695-2610/Toll Free: 1-866-995-3748.

**Only those selected for an interview will be contacted**