



DEHCHO FIRST NATIONS

BOX 89, FORT SIMPSON, N.W.T. X0E 0N0
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Website: www.dehcho.org



EMPLOYMENT OPPORTUNITY EXECUTIVE DIRECTOR

The Executive Director is responsible for the complete functioning of the DFN organization. This includes financial control, staffing, projects management, research, and implementation of the Assembly and Leadership resolutions. Advises Grand Chief on political matters.

QUALIFICATIONS:

1. Four years post-secondary education and five years administrative experience in Dene organization
 - a) Five years financial management
 - b) Three years project coordination and administration
 - c) Five years political and/or administrative experience in Dene organizations
 - d) Five years administrative experience supervising staff
 - e) Knowledgeable in Crown-First Nations relationship or two years post-secondary education plus seven years financial, administrative, and project control experience
2. Exceptional written and communication skills.
3. Proven ability to work independently
4. Must be bondable
5. Ability to speak Dene (Slavey) as asset
6. Must be flexible, willing and able to change with new administrations
7. Valid Drivers' licence

Permanent employment in this position is being offered dependant upon continued funding and employee performance evaluation. Salary is based on qualifications and experience. A job description is available upon request. Please apply to:

Closing date: **September 8, 2021 at 5:00 pm**
Address cover letter to: DFN Executive Committee
Send applications to: sara_mcleod@dehcho.org

ONLY THOSE SELECTED FOR FURTHER CONSIDERATION WILL BE CONTACTED