



# DEHCHO FIRST NATIONS

PO BOX 89, FORT SIMPSON, NT X0E 0N0  
TEL: (867) 695-2610 FAX: (867) 695-2038  
Toll Free: 1-866-995-3748  
Website: [www.dehcho.org](http://www.dehcho.org)



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## EMPLOYMENT OPPORTUNITY EXECUTIVE DIRECTOR

Seeking an energetic and forward-thinking Executive Director who 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 with consideration of Dene worldview. 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 of budget of 5 million plus
  - 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 Zhatie
6. Must be flexible, willing and able to change with new administrations
7. Valid Drivers' license

**Application Deadline:** August 2, 2019 at 12:00 pm

**Address Cover Letters to:** DFN Executive Committee

**Send Applications to:** Email: [sara\\_mcleod@dehcho.org](mailto:sara_mcleod@dehcho.org)

For a detailed job description or for more information, 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 FURTHER CONSIDERATION WILL BE CONTACTED**