



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



EMPLOYMENT OPPORTUNITY ASSISTANT EXECUTIVE DIRECTOR

To implement all resolutions of leadership and assemblies integrated into a Dehcho First Nations workplan. Supervise and direct DFN staff members. Manage the finances of Dehcho First Nations to achieve results. The intention of this position is to train the assistant Executive Director to take the position of Executive Director in a two-year period.

QUALIFICATIONS:

1. Experience in Performance and operations management
2. Outstanding communication and public speaking skills
3. Excellent organization and leadership skills
4. Knowledge of relevant regulations and quality standards
5. BSc/BA in business administration or related field; MSc/MA an asset
6. Aptitude in problem solving
7. Fluency in Dene Zhatie an asset
8. Valid Drivers' license

Application Deadline: Until position is filled

Address Cover Letters to: Executive Director

Send Applications to: Email: sara_mcleod@dehcho.org

For a detailed job description or for more information, please contact email 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