



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

EXECUTIVE DIRECTOR/ASSISTANT EXECUTIVE DIRECTOR/EXECUTIVE DIRECTOR TRAINEE

Are you an experienced Executive Director? Are you a natural born leader looking for an ability to grow but just haven't been given the opportunity yet? Well, we are looking for you!

EXECUTIVE DIRECTOR

Dehcho First Nations (DFN) is seeking an energetic and progressive Executive Director who reports to the Grand Chief and is responsible for carrying out all the administrative duties for DFN. This position manages and directs the day-to-day activities of DFN and ensures DFN is meeting its mandate. The Executive Director assists in short and long-term strategic planning with the intent to assist DFN achieve defined goals, objectives, and project completions. The position is also responsible for effective liaison on behalf of the Grand Chief and Leadership with officials of Federal, Territorial, Indigenous Governments, and other agencies in support of DFN's goals and objectives.

ASSISTANT EXECUTIVE DIRECTOR

Under the direction of the Executive Director, the Assistant is 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 within a two-year period.*

EXECUTIVE DIRECTOR TRAINEE

The Executive Director Trainee will need to understand the broad range of the administration and political activities carried out by the organization. The Executive Director Trainee will work in different departments on rotational basis to understand the work procedures implied by the departments and understand their roles. As the Executive Director Trainee develops the skills and expertise required for handling the higher position, they will be assigned with higher responsibilities and are gradually promoted to Executive Director.

Application Deadline: **Until Position is Filled**
Address Cover Letters to: DFN Executive Committee
Send Applications to: Email: sara_mcleod@dehcho.org

These positions offer a benefits package of group insurance & pension plan, including paid leave and VTA upon completion of probation. Relocation expenses, if required. Salary is based on qualifications and experience for the Executive Director and Executive Director Assistant positions. A detailed job description is available upon request. Only serious candidates need apply.

ONLY THOSE SELECTED FOR FURTHER CONSIDERATION WILL BE CONTACTED