



Dehcho First Nations

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EMPLOYMENT OPPORTUNITY

Employment Development Officer

The Employment Development Officer delivers post-secondary funding programs to clients in the Dehcho region. Duties include offering career and employment counselling to clients, processing client applications and assessments, database entries and other duties as required.

Qualifications:

- Certificate or Diploma in a related field, preferably in Career Development or Human Resources
- Equivalency of two years' experience in similar program delivery
- Ability to work independently and part of a team
- Excellent interpersonal skills, and verbal and written communication skills
- Experience using computers, programs, and equipment
- Self-motivated, and organized
- Valid Class 5 Driver's License
- Ability to communicate in the Dene Zhatie (Dehcho Dialect/s) an asset

Application Deadline: June 30, 2023 at 5:00 pm

Please forward cover letter and resume to: Education & Training Manager
Fax: (867) 695-2038
Email: Josanne.Kenny@dehcho.org

This position offers a benefits package of group insurance & pension plan, including paid leave and VTA upon completion of probation. Salary is dependent on qualifications and experience. A detailed job description is available upon request.

Only those selected for further consideration will be contacted