



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



EMPLOYMENT OPPORTUNITY

Regional Health & Wellness Administrator (Full Time – Term Position)

Under the direction of the Regional Health & Wellness Director, the Regional Health & Wellness Administrator supports the Health & Wellness Division with administrative tasks for health and wellness programs. The Administrator assists with logistics and financial administration and provides direct daily support to the Health & Wellness Director.

Qualifications:

1. Post-secondary certificate or diploma in a health-related or administrative field, OR equivalent combination of education, training and experience
2. Two years of experience in administrative support roles
3. Ability to support the management of a financial budget
4. Experience in the preparation of service agreements and contracts
5. Knowledge and experience with computer software such as MS Word, Excel, Power Point, and Sage Simply Accounting financial reports
6. Strong organizational, attention to detail, and multi-tasking skills
7. Ability to work independently under deadlines
8. Expertise in communicating and coordinating with multiple stakeholders: including communities, universities, contractors, government
9. Indigenous organization experience an asset
10. Ability to communicate in Dene Zhatie an asset

*This position offers a mandatory benefits package of: group insurance & pension plan, including paid leave upon successful completion of probation. A job description is available upon request. **Only serious candidates need apply.***

Closing date:

April 25, 2025 at 5:00 pm

Address cover letter to:

Hiring Committee

Please forward applications to:

**Director of Health & Wellness
Dehcho First Nations
P.O. Box 89, Fort Simpson, NT, X0E 0N0
Fax: (867) 695-2927
Email: kristen_tanche@dehcho.org**

Only those selected for further consideration will be contacted