



DEHCHO FIRST NATIONS

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EMPLOYMENT OPPORTUNITY

Communications Coordinator

Under the direction of the Executive Director and working with other team members, keeps the Dehcho membership informed and updated on the progress of the Dehcho Process Negotiations, Leadership and Assembly meetings and Edézhíe Protected Area. In addition, keeps the membership informed of other important and critical issues. This is a supervisory position, with the requirements of strategic planning, fundraising strategy, including budget preparation. The Communications Coordinator will develop a communications plan and oversee the daily administration of the plan. This position also oversees the development, management, and maintenance of all online communications vehicles for Dehcho First Nations, including but not limited to Dehcho First Nations' website, email templates and social media accounts.

QUALIFICATIONS:

- ✓ Post-secondary degree or diploma in communications, marketing, public relations, or a related field
- ✓ Minimum of two (2) years of direct work experience in a communication or public relations capacity – supervisory experience
- ✓ Possess an equivalent combination of education and experience
- ✓ Excellent oral, written, and interpersonal communication with strong writing and editorial abilities
- ✓ Highly effective project management, prioritization, multi-tasking, and time management skills to meet deadlines
- ✓ Works well with others, and handles direction and criticism in a positive manner
- ✓ Ability to absorb new ideas and concepts quickly and ensure they are clearly communicated to an audience
- ✓ Computer literate including skills of Microsoft 365 and web-authoring products
- ✓ Thorough knowledge of the principles of effective communications and mass media, publicity, advertising, policies, education, community relations, demonstration, organization structure and government relations as they relate to our organization
- ✓ Ability to speak Dene Zhatie is asset
- ✓ Political and culturally sensitive
- ✓ Valid Driver's license

Job Description available upon request

Application Deadline: August 12, 2025 @ 5pm

Only those selected for further consideration will be contacted

Address Cover Letter to: Dora Tsetso, A/Executive Director
Send Applications to: Email: leona_tanche@dehcho.org

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