



DEHCHO FIRST NATIONS

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EMPLOYMENT OPPORTUNITY

Negotiations Coordinator

Fort Simpson, NT

The Negotiations Coordinator would be responsible for the management of the human and financial resources of the Dehcho Process Negotiations Team, reporting to the Chief Negotiator and Executive Director. The Coordinator would be responsible for agendas, negotiations tables scheduling, reporting and the management of the Dehcho Process negotiations funding, supervision of the Dehcho Process Negotiations Team.

Qualifications:

- Two year Post Secondary in a business related field
- Five years proven management skills
- Awareness of Dehcho First Nations initiatives and planning
- Awareness of elements of Dehcho Process negotiations
- Proven financial management skills
- Ability to summarize and develop reports and proposals
- Knowledge of federal funding programs
- Ability to speak Dene Zhatie an asset

Responsibilities:

- Management of Dehcho Process workplan as directed by the Chief Negotiator and Grand Chief
- Supervise Dehcho Process Negotiations Team
- Coordination of strategic planning for Dehcho Process negotiations
- Management of Dehcho Process funding
- Coordinate scheduling of Dehcho Process staff schedules
- Attend Dehcho Process negotiation sessions
- Other duties as reflected by the Dehcho Chief Negotiator and Grand Chief

This position offers a mandatory benefits packages of group insurance & pension plan, including paid leave upon successful completion of probation. Salary is based on qualification and experience.

Application Deadline: **February 23, 2026 @ 5 pm**
Address Cover Letter to: Dora Tsetso, Executive Director
Send Applications to: Leona_tanche@dehcho.org

Only those selected for further consideration will be contacted