



## EMPLOYMENT OPPORTUNITY

### Thaidene Nënë Project Coordinator

**The Thaidene Nënë Project Coordinator is responsible for supporting the management of the Thaidene Nënë Department and the Ni Hat'ni Dene program, and leading certain projects and initiatives of the the Thaidene Nënë Department.**

#### Responsibilities will include:

- Help develop long-term strategic plans and annual operating plans for assigned initiatives
- Manage day-to-day finance, administration, and coordination tasks associated with assigned initiatives
- Help monitor individual and team performance and provide supportive feedback through regular coaching and mentoring, supplemented by formal training as determined
- Support Thaidene Nënë information meetings with LKDFN Chief, Council, and Members
- Collaborate with Parks Canada, GNWT, and other agencies
- Meet with stakeholders regarding project issues as required
- Participate in related territorial or regional meetings and workshops
- Represent the LKDFN as directed
- As directed by the manager, develop new programs to support the strategic direction of the organization and any approved Thaidene Nënë Implementation Plan or Management Plan
- Help ensure inventory control procedures are developed and staff are held accountable for safeguarding assets
- Support proposal development and reporting for all contracts and contribution agreements
- Perform other related duties as required and directed

#### Qualifications and Skills

- Some years of relevant experience in business, environment and resource management, project management or a related field
- Knowledge of LKDFN natural and traditional cultural heritage
- Ability to speak and understand the Dënesųłiné language is an asset
- Experience managing and coordinating projects from start to finish
- Experience engaging and working collaboratively with varying levels of external key partners and stakeholders
- Experience in project management (administration, delivery and evaluation)
- Experience in basic financial management (developing and managing budgets, reporting)
- Good written, verbal and presentation skills, including public speaking

If you are interested in this exciting new position within Thaidene Nënë, please submit your updated resume and covering letter to Thaidene Nënë Office or LKDFN Office Reception or email to [manager@thaidenenene.ca](mailto:manager@thaidenenene.ca) or [hrlkdfn1@gmail.com](mailto:hrlkdfn1@gmail.com). A copy of job description is available upon request.

**Closing Date:** Tuesday, May 30, 2023 @ 5pm

**Marci Cho** 😊