



Yellowknives Dene First Nation

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EMPLOYMENT OPPORTUNITY

Join the Yellowknives Dene First Nation Employment & Counselling Center Team

At the Yellowknives Dene First Nation (YKDFN), we are committed to fostering community growth and advancement while honouring our traditions and customs in the workplace. The YKDFN career centers mission is to deliver culturally grounded, accessible and holistic career services that support YKDFN members in achieving their employment, education and training goals and connecting to meaningful opportunities. We are currently seeking an organized, dependable, and community-minded individual to join our team as:

Employment & Career Counselor

Reporting to the Economic Development Director, the Employment & Career Counselor focuses on strengthening community workforce capacity. The role includes developing and delivering career programming, coordinating employment initiatives, facilitating partnerships with industry and government, and supporting YKDFN members in achieving sustainable employment outcomes. The incumbent requires excellent interpersonal, facilitation, administrative, and career development skills.

Roles & Responsibilities

Career Development and Member Support:

- Provide individualized career counselling, employment planning, and job readiness support to YKDFN members.
- Assist members with career exploration, resumes, cover letters, interview preparation, and workplace readiness.
- Support members in accessing training, certification, apprenticeships, post-secondary programs, and funding opportunities.
- Maintain confidential client records, progress notes, and outcomes in accordance with YKDFN policies and funder requirements.

Workshop Design and Delivery:

- Design, coordinate, and deliver culturally relevant workshops, including resume writing, interview preparation, workplace readiness, apprenticeship pathways, education funding navigation, and financial literacy.
- Integrate Dene culture, community knowledge, and traditional values into workshop content and delivery.
- Evaluate workshops and continuously improve programming based on participant feedback and community needs.

Community Outreach, Employer Engagement and Career Fairs:

- Establish and maintain strong working relationships with local and regional employers, mining companies, contractors, government agencies, and community organizations.
- Promote YKDFN employment and training programs to employers and partners.

- Identify job placements, internships, apprenticeships, work experience, and on-the-job training opportunities for YKDFN members.
- Advocate for Indigenous hiring, retention, and culturally safe workplaces.
- Plan, coordinate, and participate in career fairs, job expos, and recruitment events.

Program Coordination and Reporting:

- Coordinate career development initiatives, employment programs, and training projects.
- Track participation, outcomes, and success indicators for reporting to funders and leadership.
- Support compliance with funding agreements, employment standards, and policies.

Cultural Safety and Community Engagements:

- Uphold YKDFN values, traditions, and protocols in all aspects of work.
- Promote culturally safe, respectful, and inclusive service delivery.
- Participate in community events, career fairs, employer forums, and outreach activities.
- Collaborate with Elders, leadership, and community members to ensure programming aligns with community priorities.

The ideal candidate will have:

- Diploma or degree in Career Development, Human Services, Social Work, Education, Indigenous Studies, or a related field with two (2) years relevant work experience; or
- Grade 12 and equivalency with four (4) years related work experience in career development, employment services, or community programming.
- Knowledge of employment, training, apprenticeship, and workforce development systems
- Experience working with Indigenous communities, preferably First Nations
- Experience delivering workshops, group facilitation, community outreach, and career events
- Strong understanding of funding programs, employment supports, and training pathways in the Northwest Territories
- Excellent oral and written communication skills
- Excellent interpersonal and relationship-building skills
- Must be able to maintain tact, diplomacy, and confidentiality
- Must be reliable and able to work independently with limited supervision
- Must be able to work cooperatively with individuals at all organizational levels
- Experience in coaching, mentoring, and adult education

What We Offer:

YKDFN provides a competitive salary, Northern Travel Allowance, comprehensive group insurance and pension benefits, and a supportive, culturally diverse work environment.

Application Process:

A detailed job description is available upon request at recruitment@ykdene.com. Please submit your resume via:

- Email: <mailto:recruitment@ykdene.com>
- In Person: Human Resources Division, Yellowknives Dene First Nation, Chief Drygeese Conference Centre, Dettah, NT
- Online: [YKDFN Career Page](#)

Preference will be given to qualified YKDFN and indigenous members.

We thank all applicants for their interest. Only those selected for an interview will be contacted.