Yellowknives Dene First Nation
P.O. Box 2514
Yellowknife, NT X1A 2P8
Dettah: (867) 873.4307
www.ykdene.com

EMPLOYMENT OPPORTUNITY

Join the Yellowknives Dene First Nation Environment 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. Our Health and Wellness Division delivers holistic family wellness, community wellness, and counselling programs that support and strengthen the wellbeing of YKDFN members. We are currently seeking an organized, dependable, and community-minded individual to join our team as:

Environmental Grant Writer – Dettah/Ndilǫ/Remote

Reporting to the Director of Environment, the Environmental Grant Writer is responsible for researching funding opportunities, preparing grant proposals, and supporting project reporting for YKDFN's environmental priorities. This full-time position works Monday to Friday and supports programs related to environmental monitoring, land stewardship, and sustainability.

Duties & Responsibilities

Grant Research & Development
- Identify and track environmental funding opportunities.
- Prepare proposal narratives, budgets, workplans, and supporting documents.
- Coordinate internal reviews with staff, leadership, and finance.
- Maintain a grant calendar and monitor program updates.

Writing & Submission
- Draft project descriptions, technical summaries, and justifications.
- Ensure submissions meet agency requirements and deadlines.
- Prepare digital submissions and respond to funder inquiries.

Project Coordination & Reporting
- Assist with interim and final project reports.
- Track expenditures and deliverables with Finance.
- Maintain organized project and grant records.
- Support communication of successful grants across the organization.

Program & Community Support
- Assist with environmental monitoring and grant processes.
- Support engagement materials and meeting coordination when required.
- Record proceedings or compile summaries as assigned.

The ideal candidate will have:

• Bachelor's degree in Environmental Studies, Natural Resource Management, Public Administration, or related field.
• 3–5 years of grant writing or environmental project coordination experience.
• Proven success applying to federal/territorial agencies (ECCC, CIRNAC, NRCan, GNWT ECC).
• Strong writing, editing, budgeting, and research skills.
• Knowledge of environmental regulations and the Mackenzie Valley Resource Management Act.
• Strong interpersonal, communication, and organizational skills.
• Experience working with First Nations or northern communities (asset).

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 cover letter and resume by December 2, 2025, 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.