



Yellowknives Dene First Nation

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EMPLOYMENT OPPORTUNITY

Join the Yellowknives Dene First Nation Lands Department 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 Lands Department provides land planning and land administration services to the First Nation's membership. We are currently seeking an organized, dependable, and community-minded individual to join our team as:

Lands & GIS Specialist

Reporting to the Manager-Lands, the Lands and GIS Specialist is responsible for strengthening YKDFN's land administration and land information systems to support sound governance, accurate record keeping, and informed decision making. The position serves as the central technical authority and coordination function for YKDFN land records and spatial data, leading the development, standardization, and maintenance of land tenure records, boundary information, and land use approvals to ensure they are accurately documented, spatially referenced, defensible, and accessible for decision making. The role is based in Dettah and Ndilo on a Monday to Friday work schedule.

ROLES AND RESPONSIBILITIES

Land Information and GIS Management

- Develop, maintain, and manage YKDFN's GIS databases and land information systems.
- Create and maintain authoritative spatial records for land applications, leases & land agreements, residential & cabin areas, Infrastructure corridors & assets, community use and restricted areas.
- Ensure spatial accuracy, consistency, and version control of land records.

Mapping and Spatial Analysis

- Produce maps and spatial analysis to support land use decisions, Chiefs and Council briefings, lands Committee reviews, infrastructure & housing planning.
- Support environmental, cultural, and land-based constraints mapping as required.

Land Administration Support

- Support Lands staff by integrating land tenure data with mapping and records management.
- Assist with application reviews by identifying overlaps, conflicts, or constraints.
- Maintain linkages between spatial data and administrative records (applications, approvals, Band Council Resolutions).

Systems, Standards and Process Development

- Establish standardized mapping, naming, and data management conventions.
- Develop GIS templates, base maps, and tools for internal use.
- Support future integration with document management and SharePoint systems.

Organizational and Cross-Departmental Support

- Provide technical GIS support to other YKDFN departments as required.
- Improve access to accurate land information while protecting sensitive data.
- Reduce reliance on external consultants for routine mapping and land data tasks.

Risk, Safety, and Environmental Stewardship

- Ensure land information supports responsible development and environmental protection.
- Promote safe data management practices and secure handling of sensitive land records.
- Support YKDFN's principles of balanced development and stewardship.

The ideal candidate will have:

- Diploma or degree in GIS, Geomatics, Geography, Land Use Planning, Natural Resources, or a related field, or equivalent demonstrated experience.
- Minimum 3 years of experience in GIS, land information management, or spatial analysis.
- Experience working with Indigenous governments, land administration, or northern environments is a strong asset.
- Strong proficiency with GIS software (e.g., ArcGIS, QGIS or equivalent).
- Understanding of land tenure systems, mapping standards, and spatial data management.
- Ability to translate technical information into clear, decision-ready outputs.
- Strong organizational, documentation, and data management skills.
- Ability to balance technical accuracy with operational realities.
- Strong organizational, documentation, and coordination skills.
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- Ability to handle sensitive information and maintain confidentiality.

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 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.