



Yellowknives Dene First Nation

Box 2514, Yellowknife, N.W.T. X1A 2P8

www.ykdene.com

Detah: Ph.: (867) 873-4307

EMPLOYMENT OPPORTUNITY

Do you want to be part of a diverse group of team members who take pride in moving their community forward? Then come and work with one of Northwest Territories progressive First Nations and finish each day knowing you have made a difference!

The Yellowknives Dene First Nation is committed to providing efficient programs and services for the people of Wiiliideh. We are looking for an experienced individual who is self-driven, team oriented with a positive attitude and who possess the education, knowledge and skills to fill this challenging and rewarding role of:

Proposal Writer

Under the authority of the YKDFN Government Chiefs and Council, and under the direct supervision of the Finance Director, the **Proposal Writer** is responsible for writing proposals for all divisions and departments of the YKDFN.

- Write and review proposals and grants by determining concept, gathering, and formatting all information, writing drafts, and obtaining approvals with the Finance Director;
- Determine proposal concept by researching available identifying and clarifying opportunities and needs;
- Meet proposal deadline by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal;
- Track proposal data and progress, and keep Senior Director apprised of all pertinent deadlines, timelines, and issues;
- Gather proposal information by researching opportunities, identifying sources of information, coordinating submissions and collections, and identifying and communicating risks associated with proposals.

Typically, the above qualifications would be attained by:

- ✓ Bachelor's Degree in English, Communications, Journalism, or related field
- ✓ Minimum of three (3) years of experience in a communications or proposal writing role, or related field
- ✓ Minimum 3 years' experience conducting research

Combination of relevant experience, education, and training will be considered.

A detailed Job Description for this position is available upon request. The Yellowknives Dene First Nation offers a competitive wage plus a travel allowance with excellent comprehensive group insurance coverage and benefits. To be considered, submit your resume with cover letter by closing date of **November 30, 2022:**

**Human Resources Division
Yellowknives Dene First Nation
P.O. Box 2514
Yellowknife, NT; X1A 2P8
Fax: (867) 873-5969
Email: HR@ykdene.com**

We thank all who apply and advise that only those short listed will be contacted.