



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 Trainee

Reporting to the Economic Development Director and/or Employment & Career Counselor, the Trainee provides program, administrative, and direct service support and progressively assumes greater responsibility as skills develop.

Roles & Responsibilities

Career Development and Member Support:

- Welcome and assist members accessing employment services.
- Conduct intake interviews and gather employment history and goals.
- Assist with resumes, cover letters, applications, and online job searches.
- Provide interview preparation and mock interview coaching.
- Support workplace readiness and job retention skills.
- Refer members to training, certification, and funding opportunities.
- Maintain confidential client files and progress notes.
- Observe and gradually co-facilitate counselling sessions with the Career Counselor.

Workshop Design and Delivery Support:

- Prepare workshop materials, presentations, and handouts.
- Assist with scheduling, setup, and registration.
- Co-facilitate employment readiness workshops.
- Incorporate Dene culture and values into program delivery.
- Collect feedback and assist with evaluations.

Community Outreach, Employer Engagement, and Career Fairs:

- Assist with organizing career fairs, job expos, and recruitment events.
- Support relationship-building with employers and partners.
- Identify job leads, internships, and placements.
- Promote YKDFN employment programs within the community.
- Represent the department at outreach activities when appropriate.

Program Coordination and Reporting:

- Maintain databases, tracking tools, and client records.
- Enter participation and employment outcome data.
- Assist with preparing reports and summaries for funders and leadership.
- Support compliance with policies and funding agreements.
- Provide general administrative and clerical support.

Cultural Safety and Community Engagement:

- Uphold YKDFN values, traditions, and protocols.
- Provide respectful and culturally safe services.
- Collaborate with Elders, leadership, and community members.
- Participate in community events and initiatives.

Professional Development:

- Participate in mentorship, training, and certifications.
- Develop counseling, facilitation, and administrative competencies.
- Work toward increased independence and responsibility over time.

The ideal candidate will have:

- Grade 12 or equivalent
- Post-secondary education in a related field is an asset; or
- Combination of education, training, and relevant experience.
- Interest in employment services and community development
- Strong interpersonal and communication skills
- Organizational and computer skills
- Ability to maintain tact, diplomacy, and confidentiality
- Ability to work independently and cooperatively
- Experience working with Indigenous communities is an asset
- Must undergo a criminal records check

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.