



Acho Dene Koe First Nation's
Group of Companies
Fort Liard, NWT



First Nation Major
Project Coalition

MEMBERS OF:



First Nations Business
Development Association

May 5, 2026

NOW HIRING: PROJECT COORDINATOR

Our Land for the Future (OLF) Implementation

ABOUT THE ROLE

Acho Dene Koe Group of Companies is seeking a dedicated, community-minded **Project Coordinator** to support implementation of projects under the **Our Land for the Future (OLF) Agreement**. The OLF is a landmark partnership between Indigenous governments, the Government of Canada, the Government of the Northwest Territories, and philanthropic partners. Through this initiative, ADKFN is advancing long-term community priorities in land stewardship, culture, governance, and sustainable economic development. This position is supported by a **10-year funding commitment**, offering a stable and meaningful career opportunity for an ADKFN member to support Nation-building and government operations.

KEY RESPONSIBILITIES

- Serve as a community liaison with Acho Dene members, Elders, leadership, and external partners
- Assist with grant agreement administration, including tracking deliverables and timelines
- Coordinate meetings, logistics, and documentation for OLF initiatives
- Maintain organized project files, records, and communications
- Prepare and support reporting requirements for funding partners
- Provide administrative and coordination support to OLF activities
- Support additional tasks and priorities as required

QUALIFICATIONS

- Ability to communicate clearly with a wide range of community members and stakeholders
- Strong organizational skills and ability to work independently
- Basic computer skills (Microsoft Office, email, data entry)
- Knowledge of community, history, and culture is an asset
- Respectful, patient, and culturally grounded approach
- Strong interpersonal and written communication skills
- Education: Minimum of high school diploma but preference be given to those with college diploma or further advanced education

WORKING CONDITIONS

- Based in **Fort Liard**
- Primarily office-based (9:00 AM – 5:00 PM) with flexibility for community engagement
- Mix of office work, community-based activities, and on-the-land work
- Frequent interaction with ADKFN members, leadership, and external partners
- Reports temporarily to the Business & Economic Development Manager until a permanent Manager, Lands & Resources is established

SALARY & TERM

\$30-\$35 per hour, depending on education and experience

Full-time employment

Training and orientation provided

APPLICATION DEADLINE

Friday - May 22, 2026 – 5:00 PM (MST)

No phone inquiries during the posting period.

HOW TO APPLY

Apply in person at: **Beaver Enterprises Office**

184 Poplar Street, 2nd Floor

(Obtain an application form from John Chaulk)

OR

Email your resume to: **jobs@adkcorporate.ca**

OUR COMMITMENT

ADK Holdings Ltd. and Acho Dene Koe First Nation value diversity of ability, talent, and perspective. We are committed to a respectful and inclusive workplace and welcome applications from all qualified individuals. Persons of First Nations ancestry will be given preference

Acho Dene Koe Group of Companies
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