



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 Public Works's & Infrastructure 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 Public Work & Infrastructure provides public services to the YKDFN communities and supports and manages YKDFN infrastructure. We are currently seeking an organized, dependable, and community-minded individual to join our team as:

Project Coordinator

Reporting to the Manager, Infrastructure the Project Coordinator is responsible for the planning, coordination, and oversight of public works and infrastructure projects. This includes road maintenance, water and waste management, building construction and maintenance, and other essential community services. The role involves working closely with contractors, consultants, and internal departments to ensure projects are delivered on time, within budget, safely, and in accordance with YKDFN standards and values. The Project Coordinator also supports regulatory compliance, safety and environmental stewardship, and community engagement throughout the project lifecycle. The role is based in Dettah with visits to Ndilo on a Monday to Friday work schedule.

Roles & Responsibilities

- Coordinate and manage public works and infrastructure projects from initiation to completion.
- Oversee maintenance and improvement of community assets such as roads, drainage systems, water and waste management infrastructure, and public buildings.
- Liaise with contractors, consultants and government agencies to ensure compliance with Safety, environmental, technical, and cultural standards.
- Support safety, environmental and technical reviews related to development within YKDFN Traditional Territory.
- Assist in asserting YKDFN's rights and interests in relation to infrastructure and public works development.
- Monitor project budgets, timelines, and deliverables, ensuring cost effective and efficient execution.
- Prepare and maintain project documentation including contracts, permits, progress reports and regulatory submissions.
- Facilitate community engagement and consultation processes to ensure projects reflect local needs and priorities.
- Provide administrative and logistical support to the Manager Infrastructure and other departmental staff
- Ensure all public works activities adhere to YKDFN policies, cultural values and environmental standards.
- Participate in interdepartmental meetings and contribute to strategic planning and policy development.
- Respond to emergencies or urgent infrastructure issues in coordination with relevant departments and stakeholders.
- Prepare and submit funding applications.

The ideal candidate will have:

- **Education:** Diploma or bachelor's degree in civil engineering, construction management, environmental science or a related field.
- **Professional Designations:** Certifications such as Certified Technologist (C.Tech), Professional Technologist (P.Tech), Professional Engineer (P.Eng), Professional Geoscientist (P.Geo) are considered an asset.
- **Project Management:** 2-5 years experience in managing infrastructure or public works projects, including budgeting, scheduling, and reporting. Equivalent construction experience will be considered as equivalent.
- **Technical Knowledge:** Experience conducting technical and environmental inspections and reviews. Experience in northern or Indigenous context is considered an asset.
- **Computer Skills:** Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint and project management software " Microsoft Project or Primavera P6".
- **Communication:** Strong verbal and written communication abilities to effectively collaborate with contractors, consultants, government agencies, and community members.
- **Cultural Awareness:** Respect for Indigenous governance and traditions, with a willingness to learn and understand YKDFN cultural values and environmental stewardship.

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 hr@ykdene.com. Please submit your cover letter and resume by October 29, 2025, via:

- Email: <mailto:hr@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.