



Yellowknives Dene First Nation

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EMPLOYMENT OPPORTUNITY

Join the Yellowknives Dene First Nation Finance Team

At the Yellowknives Dene First Nation (YKDFN), we are committed to fostering strong governance, community growth, and sound administrative practices while honoring our traditions, culture, and stewardship responsibilities. Our **Administration and Information Technology Team** manages YKDFN's data, ensuring systems function efficiently to support organizational goals. We are currently seeking an organized, dependable, and community-minded individual to join our team as:

Records Coordinator

The Records Coordinator leads the development, implementation, and oversight of YKDFN's comprehensive records and information management program. The Records Coordinator ensures all administrative, operational, archival, and electronic records are properly classified, securely stored, accessible as required, and managed in accordance with legislation, privacy standards, and YKDFN policies. The role supports organizational accountability, transparency, operational efficiency, and long-term preservation of institutional knowledge.

This is a full-time position based in Ndilo on a Monday to Friday schedule.

Duties & Responsibilities:

1. Records Management Leadership

- Develop, implement, and maintain standardized records classification and retention systems;
- Oversee organization-wide compliance with records management policies and procedures;
- Conduct periodic audits to ensure consistency and accountability;
- Provide expert guidance to departments and senior leadership on records practices;
- Represent YKDFN on matters relating to records and information management;
- Lead initiatives supporting the transition from paper-base.

2. Storage, Retention, and Disposition

- Coordinate secure transfer, storage, retrieval, and disposition of records;
- Maintain accurate inventories and tracking systems for all storage locations;
- Ensure proper boxing, labeling, and documentation of records;
- Identify records eligible for destruction or archival transfer in accordance with retention schedules;
- Obtain required approvals for disposition and ensure compliant destruction processes;
- Oversee management of vital and long-term preservation records.

3. Electronic Records and Systems Oversight

- Coordinate centralized electronic records management systems;
- Support development of policies governing electronic retention, archiving, and destruction;
- Establish consistent electronic filing structures across departments;
- Ensure accurate and timely documentation within approved information systems;
- Plan and guide the long-term evolution of YKDFN's digital records infrastructure.

4. Information Requests and Privacy Compliance

- Coordinate responses to internal and external information requests;
- Review, process, and redact records in compliance with privacy and confidentiality requirements;
- Ensure responses meet established timelines and legislative standards;
- Develop tracking systems for requests and disclosures;
- Prepare documentation for formal authorization of information release;
- Maintain strict confidentiality at all times.

5. Mentorship and Capacity Development

- Lead and support the Records Management team;
- Coach, mentor, and develop Records Administrators and Trainees;
- Develop structured learning plans to build internal records management capacity;
- Provide orientation and supervision to temporary or project-based staff;
- Promote best practices and continuous improvement across departments.

6. Organizational Support

- Manage access control to records storage and filing areas;
- Monitor service providers and contractual compliance related to records management;
- Research and recommend best practices to strengthen quality and efficiency;
- Participate in procurement and RFP processes as required;
- Perform other related duties as assigned.

The Ideal Candidate Will Have:

- Diploma in Library and Information Technology, Management Studies, Business Administration, or a related field with two (2) years of experience in records or file management; or
- An equivalent combination of education and experience.
- Strong knowledge of records classification, retention, and archival systems;
- Knowledge of electronic information management platforms;
- Understanding of privacy, confidentiality, and risk management principles;
- Proficiency in Microsoft Office and records management software;
- Strong analytical, organizational, and project planning skills;
- Ability to review and redact sensitive information;
- Excellent written and verbal communication skills;
- Demonstrated mentorship and coaching ability;

- Strong interpersonal and relationship-building skills;
- Ability to work independently while maintaining collaborative partnerships;
- Commitment to cultural awareness, inclusion, safety, and professionalism;
- High ethical standards and discretion

What We Offer:

YKDFN provides a competitive salary that, commensurate with experience, Northern Travel Allowance, comprehensive group insurance, 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 members.

We thank all applicants for their interest. Only those selected for an interview will be contacted.