

# DENE NAHJO

## Program Coordinator

### POSITION OVERVIEW

Dene Nahjo is a Dene innovation collective based out of Somba K'e, Denendeh (Yellowknife, NT). Our work focuses on cultural resurgence and connection to the land as a basis for long-term and substantive change in Denendeh. Our goal is to facilitate spaces where Indigenous peoples can connect to land and culture, and contribute to envisioning a long-term vision of Denendeh informed by Dene values. We research and communicate on critical northern issues to provide an informed, alternative voice on public policy issues of concern to Northerners. Through this, and, while engaging and collaborating with key Indigenous organizations, we hope to build and sustain a network of local leaders to effect positive change within Denendeh. Our vision is: Land, Language, Culture. Forever.

We seek a capable Program Coordinator to take on a variety of administrative and program coordination tasks. The Program Coordinator will help in planning and organizing programs and activities as well as carry out important operational duties.

The Program Coordinator will be responsible for coordinating Dene Nahjo's programs and initiatives, particularly our hide tanning initiatives, and for providing administrative and logistical support to the Director. The Program Coordinator will work with Dene Nahjo staff, budgets, and procedures to ensure the implementation and success of our programs.

**Application Deadline:** 9 December 2022

**Start Date:** January 2023

**Location:** Somba K'e, Denendeh (Yellowknife, NT) with occasional travel

**Compensation:** \$75,000

**Hours:** 37.5h/week (flexible)

### RESPONSIBILITIES

#### Program Coordination

Under the direction of the Director, lead the coordination of programs and initiatives including but not limited to:

- Schedule, organize and facilitate planning meetings;
- Maintain program budgets and tracking expenditures;
- Ensure implementation of policies and practices in accordance with Dene Nahjo mission and vision and MakeWay requirements;
- Prepare paperwork and materials for meetings and events;
- Support growth and program development by striving for excellence in program delivery;
- Support communications through media relations and social media;
- Conduct outreach locally and regionally;
- Coordinate the design of outreach materials.
- Assist with harvesting natural materials for projects;

- Plan, organize, coordinate and manage daily assigned work;
- Assist with occasionally hauling gear between events, and up and down stairs;
- Conduct research with the support of the Director; and
- Ensure technology is used correctly for all operations (video conferencing, power point, etc...)

### **Grant Writing and Reporting**

- Coordinate the preparation of funding proposals, grant applications, and reporting requirements.

### **Administration**

Assist with a variety of administrative duties as needed, including but not limited to:

- Monitor Dene Nahjo e-mail;
- Compose and distribute action tracking and meeting minutes;
- Process invoices, reimbursements, and honouraria; and
- Prepare and organize correspondences, perform data entry and word processing functions, create a variety of documents.

## **SKILLS AND QUALIFICATIONS**

### **Qualified applicants:**

- Model and honor Indigenous values – respect and honour Indigenous cultural values and priorities;
- Understand northern geographical, ecological and human diversity, and the range of social and environmental issues relevant to the North;
- Understand the history and socio-political outcomes of colonization, and contemporary manifestations of ongoing colonization;
- Have experience working with northern Indigenous communities and multi-cultural environments;
- Have strong organizational skills; ability to manage competing priorities in a fast-paced environment;
- Be able to work both collaboratively and independently;
- Have excellent oral and written communication skills;
- Demonstrate flexibility to adapt to scheduling needs, including evenings, weekend, and moderate travel; and
- Have excellent interpersonal skills.

**To Apply: Please submit C.V. and cover letter to [denenahjo@gmail.com](mailto:denenahjo@gmail.com)**

For more information about Dene Nahjo and MakeWay, please visit:

[www.denenahjo.com](http://www.denenahjo.com)

<https://makeway.org/>

**As Dene Nahjo is on MakeWay's Shared Platform.**

Mahsi for your interest!

