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Tłıchq Government / Hotii ts'eeda invites all suitable qualified candidates to apply for the **Executive Director** position. The principles of fairness, qualifications and Tłıchq citizenship guide the hiring of Tłıchq Government employees, and is committed to attracting and recruiting the best possible candidates for available positions.

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**POSITION TITLE:** Executive Director  
**DEPARTMENT:** Hotii ts'eeda / Culture & Lands  
**STATUS:** Two-year term; Full-time  
**LOCATION:** Yellowknife, NT  
**CLOSING DATE:** **September 20, 2024; 5:00 PM MST**

**OUTLINE OF THE POSITION:**

Under the direction of the Director of the Department of Culture and Lands protection, the Executive Director is responsible for planning, managing, leading and reporting on activities and results of the staff and programs of Hotii ts'eeda. The Executive Director works closely with the Scientific Lead to establish the Unit's strategic vision and ensure compliance with funder-determined program requirements. The incumbent will establish program initiatives; develop project plans; oversee and undertake all stages of project management including resource allocation, workload assignment, schedule management, and application of policies of Tłıchq Government as required. The Executive Director provides leadership to staff and supports NWT communities, individuals, and health researchers to increase health research and training capacity projects, programs and opportunities.

**SKILLS & KNOWLEDGE REQUIRED:**

- Masters degree in a relevant field.
  - Five years of progressively responsible experience managing staff and leading teams, administering or delivering programs and services.
  - The incumbent should be comfortable with uncertainty, applying project management knowledge to establish new processes and solve problems, and be comfortable creating new programs and undertaking associated staff and project management.
  - The incumbent should be comfortable with a dyad leadership model that will require collaboration on program development and shared program, financial, and strategic decision making.
  - Knowledge of and familiarity with NWT communities and Indigenous cultures is an asset.
  - Must be both a team leader and team player, and independent self-starter, who works well under pressure working with a dispersed team, under multiple competing demands.
  - Must be confident defining project parameters, making timely decisions, working with an oversight committee, and managing staff
  - Must be willing to travel as needed
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**To apply, send your cover letter and resume and to request a copy of job description;  
email: [hr@tlichq.ca](mailto:hr@tlichq.ca)**

Human Resources, Department of Corporate Services, Tłıchq Ndek'àowo / Tłıchq Government  
P.O. Box 412, Behchokò, NT, X0E 0Y0 • Tel: 867.392.6381 • Fax 867.392.6862 • [www.tlichq.ca](http://www.tlichq.ca)