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CONTRACT OPPORTUNITY

Dene Yatié Engagement Strategy

Staffing Process Number: ACFN-2023-008

The Athabasca Chipewyan First Nation (ACFN) is seeking to fill one (1) **Dene Yatié Engagement Strategy** role for a short-term one (1) month contract, and with the possibility of an extension. The successful contractor will be responsible for the development and preparation of a Dene Language Engagement Strategy for the Dene Yatié (Language) program.

This contract is expected to be one (1) month in duration to end on or before March 31, 2024. This is a **virtual work from home** contract opportunity if the successful contractor is not local for in-person work in **Fort McMurray, AB., or Fort Chipewyan, AB.**

GENERAL RESPONSIBILITIES

- Willingness to adapt strategies based on feedback, changing trends, and evolving audience preferences to maintain relevance and effectiveness.
- Able to communicate clearly and effectively. This includes active listening, writing compelling messages, and articulating ideas in a way that resonates with the intended audience.
- Organize events or activities where stakeholders can participate and provide their input. Consider both in-person and virtual options to maximize participation.
- Generating innovative ideas and approaches to engage members is essential for standing out in a crowded digital landscape.
- Analyzing data and metrics to understand audience behavior and preferences to refine the Dene Language Engagement Strategy.
- Outline specific action steps required for implementation of the Dene Language Engagement Strategy. Define responsibilities, timelines, and performance indicators.
- Determine the resources (financial, human, technological, etc.) needed to execute the Dene Language Engagement strategy effectively.
- Identify potential risks and develop mitigation strategies to address them.
- Advanced computer skills including knowledge of Adobe, and Microsoft Office programs including Outlook, Word, Publisher, Excel, PowerPoint.
- Willingness to work within a team environment.
- Strong time-management skills along with the ability to prioritize daily tasks, organizational skills, and effective decision-making abilities.
- Outstanding organizational skills.
- Diligent with great attention to detail.
- Knowledge of Dene Language and culture.
- Act as a positive role model to promote professional values and ethics within the K'ai Tailé community.
- Other duties, as required.

QUALIFICATIONS

- Degree in First Nation Studies, Education, Social Sciences, or an acceptable combination of a High School Diploma (Grade Ten), training and Three to Five (3-5) years of related experience may be considered.
- Ability to articulate ideas clearly, both verbally and in writing, to effectively convey messages to the target audience.
- Capability to build relationships, establish rapport, and connect with diverse individuals and groups to foster engagement.
- Ability to align engagement efforts with organizational goals and objectives and develop long-term plans that drive meaningful outcomes.
- Understanding of digital marketing channels, tools, and techniques such as social media, email marketing, SEO, and PPC to reach and engage target audiences effectively.
- Ability to speak or write Denesųłine language, is an asset.
- Ability to operate computer systems and relevant software; MS Office 365, Word, Excel, PowerPoint, Facebook, Instagram other social media platforms.
- Valid Class 5 Driver's Licence, and own or access to a vehicle.
- Willingness to work evening, weekends and holidays, as required.
- Willingness to work in a diverse workplace.
- Willingness to sign a Confidentiality Agreement.
- Must be able to travel to Fort Chipewyan and is a condition of the contract.

CONTRACT VALUE/SALARY: \$10,000 per month – 1 months in duration. This includes contractor travel.

How to apply: Interested candidates are invited to submit via e-mail, a letter of interest and a résumé, in confidence to HR@acfn.com. Please identify in the subject line: **Dene Yatié Engagement Strategy- ACFN-2024-008**.

Closing Date: Friday, February 23, 2024; by 5:00PM.

Questions? Please e-mail: HR@acfn.com

Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they self-identify and are a member of the following group: Indigenous people (ACFN, MCFN, FMFN, etc., status or non-status, Inuit or Métis).

Marsi chogh/Thank you to all who apply, however, only those selected for an interview will be contacted.

