

WE'RE
HIRING

ARE YOU READY FOR CHANGE?

ACFN offers growth, challenge and change.
Come and serve our Nation for a rewarding career.

EMPLOYMENT OPPORTUNITY – Indigenous Skills & Employment Training Coordinator

Staffing Process Number: ACFN-2026-001

The Athabasca Chipewyan First Nation (ACFN) is seeking to fill one (1) full-time permanent ISET Coordinator role.

- 7.5 hours per day, 37.5 hours per week, and ability to work evenings, weekends, and holidays, as required.
- This position is local to **Fort Chipewyan, AB.**

Interested? Email your cover letter and resume in confidence to HR@acfn.com
Closing date: Open until a suitable candidate is found.

GENERAL RESPONSIBILITIES

- Deliver employment, training, and self-employment support services to ACFN members.
- Conduct client intake, assessments, and career planning.
- Administer training funding, wage subsidies, and employment supports.
- Maintain accurate client records, data entry, and program reporting.
- Support program budgeting, administration, and compliance requirements.
- Develop and follow program policies, procedures, and confidentiality standards.
- Perform related duties as assigned.
- **NOTE: The complete position description is available upon request.**

QUALIFICATIONS

- University degree in Business Administration, Education, Indigenous Studies or in a related field (asset); or a two-year post-secondary school diploma in a related field or a high school diploma or an acceptable combination of education (Grade 10), training and experience (3-5 years of program administration).
- Three to Five (3 - 5) years of program administration experience.
- Experience gathering data and preparing reports.
- Experience working with Indigenous communities or organizations is an asset.
- Report and proposal writing experience, preferred.
- Class five (5) Driver's Licence with a clean 5-year Driver's Abstract, asset.
- Microsoft computer skills (MSWord, Excel, and Outlook).

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

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). Preference may be given to Indigenous people.

