Délı̨nę Got'ı̨nę Government
Our People. Our Future. Our Délı̨nę.

EMPLOYMENT OPPORTUNITY

Position: Executive Assistant	**Location:** Délı̨nę, NT	**Employment Type:** Indeterminate	**Benefits:** NEBS
Department: Government Services	**Closing Date:** November 7th, 2025	**Annual Salary:** $61,880.00	**Northern Allowance:** $28,050.00

The Délı̨nę Got'ı̨nę Government is seeking a dedicated and highly organized Executive Assistant to provide senior-level administrative support to ensure the effective operations of the Délı̨nę K'aowədó Kə (DKK). Reporting to the Chief Executive Officer (CEO), the Executive Assistant will coordinate meetings, maintain official records and decisions, and provide administrative support for DKK members, the ʔekw'ahtıde, and external dignitaries.

Key Responsibilities:

- Coordinate and prepare all arrangements, including documentation and communications.
- Maintain official records, correspondence, and decisions efficiently and confidentially.
- Provide senior administrative and clerical support to ensure smooth office operations.
- Support the CEO and senior leadership in scheduling, communications, and project tracking.
- Liaise with government officials, departments, and community representatives as needed.
- Perform other related duties as required.

Qualifications:

- 3–5 years of experience in an administrative or executive support role.
- Post-secondary education in business administration, social sciences, or related field (a Master's degree is an asset).
- Strong knowledge of office administration, general accounting practices, and governance procedures.
- Excellent communication, organization, and time management skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Publisher).
- Ability to work independently, manage competing priorities, and maintain confidentiality.
- Understanding of the northern culture and political environment.
- Ability to speak Délı̨nę Got'ı̨nę language is an asset.
- Preference will be given to Délı̨nę Beneficiaries.
- Training opportunities will be provided to the successful candidate.

Additional Requirements:

- Position of Trust – Criminal Record Check required.
- Indigenous language ability is an asset.

Salary commensurate with experience and education.

Submit Cover Letter and Resume to:

Human Resources Department
Email: **jobs@gov.deline.ca**

P.O. Box 156, Délı̨nę, NT X0E 0G0
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