

EMPLOYMENT OPPORTUNITY

DIRECTOR OF HUMAN RESOURCES

First Nation of Na-Cho Nyäk Dun

Two (2) Year Term Opportunity



The First Nation of Na-Cho Nyäk Dun is a self-governing First Nation located in Mayo, Yukon, and represents the most northerly community of the Northern Tutchone language and culture group. Known as the “People of the Big River,” the Nation maintains a deep connection to the Stewart River and a traditional territory spanning over 162,000 square kilometres across Yukon and the Northwest Territories. With a membership of 602 citizens, the First Nation of Na-Cho Nyäk Dun is committed to strong governance, cultural continuity, and supporting the long-term well-being and prosperity of its people through self-determination and community leadership.

Learn more about our Nation:

- Watch our community video: <https://www.youtube.com/watch?v=EkujeEfwxWA>
- Visit our website: <https://www.nndfn.com/>

The Director of Human Resources provides leadership across all HR functions, focusing on performance management, recruitment, staff development, mentorship, and conflict resolution. Reporting to the Executive Director, this role ensures HR practices support employee well-being, comply with legislation, and strengthen the organizational structure and capacity of the First Nation of Na-Cho Nyäk Dun.

WHAT WE OFFER

Competitive Executive Compensation

- Annual salary range: \$127,842 – \$185,950, based on experience

Comprehensive Benefits & Pension

- Group Benefits
- Pension Plan
- Employee Assistance Program (EAP)

Supportive Onboarding

- Six (6) month probation period
- Benefits eligibility begins after three (3) months

Director-Level Allowances

- Cell Phone Allowance
- Internet Allowance
- Rental Accommodation (plus utilities)
- Relocation Assistance

Generous Time Off & Work-Life Balance

- Four (4) weeks annual vacation per fiscal year
- One (1) week Executive Leave (5 days) — must be used within fiscal year; does not accumulate

MAJOR RESPONSIBILITIES

- Provide strategic leadership of HR in alignment with the Nation’s goals and organizational plan
- Lead HR operations, including policy development, HRIS, budgets, and compliance with legislation
- Support recruitment, retention, and workforce planning to ensure a strong, capable team
- Coach, mentor, and develop direct reports, managers, and staff, fostering capacity and leadership
- Guide departmental leaders on employee relations, performance management, and conflict resolution
- Promote organizational design and change management, ensuring effective HR structures and processes
- Oversee employee benefits, disability, occupational health and safety, and HR reporting to leadership

WHAT YOU BRING

- Degree/diploma in Human Resources or Business
- CPHR Designation (preferred)
- 3+ years senior HR experience, ideally in First Nations government
- Strong HR knowledge: employee relations, recruitment, capacity building
- Understanding of Canada Labour Code, OH&S, Human Rights
- Proven leadership, mentoring, and team development skills
- Excellent communication, problem-solving, and decision-making skills

APPLY NOW

If you are interested in this opportunity, please submit your cover letter and resume to ed@nndfn.com and quote competition# 9130-26-800-28

Closing Date: April 17, 2026