**Traditional Knowledge Monitoring Program *Administrative Assistant* (Part-Time) - Lutsel K’e, NWT**

**Ní Hadi Xa (NHX) is a stewardship agreement that provides for input and review of environmental monitoring and management as well as reporting associated with the Gahcho Kué Diamond Mine. It is a legally binding agreement between Deninu Kué First Nation, Lutsel K’e Dene First Nation, North Slave Métis Alliance, Northwest Territories Métis Nation, Tłıc̨hǫ̀ Government and De Beers Canada. The NHX Governance Committee is comprised of representatives from each signatory of the NHX Agreement and is responsible for directing the implementing the Agreement.**

**NHX is currently looking for a Traditional Knowledge Monitoring *Administrative Assistant* to support the NHX TK Monitoring program undertaken by the TK Monitors. This is a part-time position based in Lutsel K’e, and the contract will be hosted through Lutsel K’e Dene First Nation (LKDFN). The TKM Administrative assistant’s supervisor is the NHX Environmental Manager. The TKM Administrative Assistant will be responsible for the following tasks, however not limited too,**

* Assisting NHX Environmental Manager in TK monitoring travel planning.
* Assisting TK Monitors in logistics arrangement (plane booking, supply purchase, etc.).
* Compiling TK monitoring data and notes.
* Preparing TK monitoring reports and updates for NHX Environmental Manager.
* Providing other administrative support to NHX Environmental Manager and LKDFN Finance department, as required. Minimum Qualifications.
* Minimum high school diploma. A post-secondary degree or training is preferred.
* Proficient in reporting writing and editing.
* Proficient in Microsoft Office Work, Excel and Powerpoint;
* Familiar with traditional knowledge on air, land, water, and wildlife of the region.
* Willing to travel to the Gahcho Kue Mine, Fletcher Lake Cabin, and Yellowknife for meetings, if needed.

**Please submit your Resume to NHX Environmental Manager, Rosy Bjornson at rosy.bjornson@nihadixa.ca. This positing will be open until the position is filled. Only applicants selected for interviews will be contacted.**