



CHAMPAGNE AND AISHIHIK FIRST NATIONS

The community of Dakwākāda (Haines Junction) is home to Champagne and Aishihik First Nations (CAFN) Government, a self-governing First Nation whose Southern Tutchone language and culture contributes to a vibrant way of life. The First Nation is actively involved in numerous initiatives to promote a better, healthier lifestyle for its future generations. If you are passionate about what you do and thrive on a culture that promotes connection and a healthy work-life balance...then this is for you; Apply today ☺

JOB OPPORTUNITY – POSTED January 19, 2021 Summer Student Coordinator

Fixed Term Full-time (April 5, 2021 – October 1, 2021)

Competition #20-21-39

Salary: Level 6 - \$30.67 - \$35.88 per hour

Robust Benefits Package

Location: Haines Junction

Job Summary:

Reporting to the Employment & Training Officer, this position coordinate's the Summer Student Program. The coordinator's role is to assist in the development of Champagne Aishihik First Nations Summer Student Support Program with the development, delivery and evaluation of the CAFN summer activities in correlation with CAFN's overall Vision and the operating manual. The Summer Student Coordinator also supervises the summer students.

Education and Experience:

Grade 12 with experience and/or training in administration preferably in working within a First Nation. Work experience as a coordinator would be an asset.

Conditions of Employment:

- A valid Yukon class 5 driver's license with clear Driver's Abstract
- Class 4 drivers would be an asset
- Current First Aid certificate is an asset
- Criminal records with vulnerable sector check
- Willingness to work evenings and/or weekends, as required
- Extended workdays may be required to accomplish tasks and meet workload demands during peak periods, as directed
- Mandatory confidentiality is a condition of employment for all CAFN personnel
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.

CAFN is an equal opportunity employer, however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission.

Please note that selection for further consideration will be based solely on the information you provide in your resume. We thank all those who apply but only those selected for further consideration will be contacted.

Temporary Assignments may be considered. Please ensure you have supervisor approval before applying.

An eligibility list will be created from this posting.

For a complete job description please check the CAFN website at www.cafn.ca or contact below.

Deadline: 4:30 pm on February 5, 2021

Send current resume and supporting documents to:

Megan MacKellar
Human Resources Officer
Phone: (867) 335-1514
mmackellar@cafn.ca