



CHAMPAGNE AND AISHIHIK FIRST NATIONS

Shadhäla Äshèyi yè Kwädän, Champagne and Aishihik First Nations or CAFN, is located in the Yukon Territory and northern B.C. We have one of the most spectacular workplaces in the Yukon and CAFN is one of the First Nations leading the way in [Self-Government](#) in Canada.

Our people (*dän*) are deeply connected to *Dákeyi* (our land). We are actively building *Dän K'e* (our culture and beliefs) back into all that we do.

Through our offices in *Dakwäkäda* (Haines Junction) and *Kwänlin* (Whitehorse) our goal is to hire CAFN Citizens as well as skilled people from the Yukon, Canada and beyond, who will help us continue to grow and innovate our Self Government. We are a competitive employer with strong family and cultural values and generous benefits, and we welcome your interest in advancing our Self Government through employment with our nation.

JOB OPPORTUNITY – POSTED July 29, 2024 Reception/Retail Assistant - Da Ku Cultural Centre

Auxiliary On-Call (1 yr.)

Competition #24-25-21

Salary: **Level 5 - \$60,262.90 - \$70,499.07**

Robust Benefits Package

Location: **Haines Junction**

Job Summary:

Reporting to Da Ku Cul. Centre Retail, Events & Marketing Coord., this position provides reception duties to maintain effective and efficient communications with the public and membership; provides administrative assistance to the Director and staff, including managing central office supplies; and manages the effective and efficient operation and maintenance of the Da Ku Cultural Centre Retail Store (seasonally). This position meets customer needs, and plans and coordinates sales, merchandising, and commissioning, and performs other duties as required.

Education and Experience:

Completion of post-secondary coursework in business administration, office administration, or other related field combined with considerable experience in a retail environment or service/tourism industry. Experience performing a broad range of client services and administrative support functions, preferably in an office environment. Experience using Microsoft Office (Word, Excel and Outlook) and performing basic accounting functions. Experience providing financial support such as timesheets, accounts payable, or accounts receivable would be an asset. An equivalent combination of education, training and/or experience will be equally considered.

Conditions of Employment:

- Willing to respect and maintain confidentiality.
- Criminal Records Check.
- Willing to work evenings and weekends when necessary
- Ability to lift and carry light-weight objects such as file boxes, supplies, equipment, laptops, etc.
- 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: Open until filled.

Send current resume and supporting documents to:

Megan MacKellar Human Resources Officer

Phone: (867) 335-1514 mmackellar@cafn.ca