

CHAMPAGNE and AISHIHIK FIRST NATIONS

**Identification:** CAFN Youth Leadership Academy Program Coordinator

**Department:** ECO

**Supervisor:** Youth Leadership Academy Program Instructor

**Date:** February 27, 2026

**Wage Level:** Level: 7

**Status:** Fulltime Term Position: April 1 – August 31, 2026 (\*Part-time from April to mid-May)

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A. **Job Summary:**

*The CAFN Youth Leadership Academy Program Coordinator will hold a key role in the delivery of the full-time Youth Leadership program that will be delivered in Haines Junction during the summer of 2026. The position will be responsible for supporting the staffing team, completing program administration duties, and overseeing the day-to-day operations of the program.*

**Main Duties:**

1. **Assisting the Program Instructor with student recruitment and program orientation activities**
  - Promoting the program with youth and the community
  - Processing student applications
  - Organizing program orientation activities
2. **Coordinating the program schedule**
  - Assisting the teaching team to ensure that the curriculum units are completed within the program schedule
  - Coordinating all participation from Elders, Knowledge Keepers, community members and CAFN staff
  - Coordinating all contracted participation from speakers, facilitators and partnering agencies
  - Working with the teaching team to schedule all workshops, activities and events
3. **Managing the program budget** (some duties will be shared by the Program Instructor)
  - Process all payments for student training allowances, honoraria, contracted work and program activities and events
  - Track all budgetary expenditures and maintain accurate financial records
  - Document and report on any budgetary variances and ensure that any required changes are approved as required (by CAFN or funders)
  - Prepare financial reports and budget status updates
  - Ensure adherence to CAFN's financial policies and procedures
4. **Completing all funding requirements**
  - Complete all financial and program reporting requirements

- Develop new funding proposals for future program delivery (if applicable)
5. **Completing a program evaluation** (duties shared with the Program Instructor)
    - Overseeing student and staff program evaluations
    - Preparing program evaluation report for Chief and Council
    - Preparing program report and media for CAFN Annual General Assembly
  6. **Overseeing the day-to-day operations of the program**
    - Provide administrative support to the staffing team
    - Maintain the program schedule to ensure smooth program operation
    - Maintain regular communication with students, staff and other program participants
    - Track student attendance and monitor engagement in the program
    - Maintain the classroom space and vehicles
    - Ensure that all program activities comply with CAFN's health and safety regulations
    - Maintain records of any incidents or accidents and follow CAFN reporting procedures
    - Organize events and activities to raise awareness of the program
  7. **Assisting the Instructor to provide holistic case management support for students**
    - Provide mentorship, guidance and encouragement to students
    - Coordinate any additional supports or wrap-around services needed to improve students' success in the program
  8. **Assisting the Instructor with supervision and transportation for on-the-land activities, field trips and events**
    - Driving CAFN vehicles to transport students (or arranging for transportation)
    - Supervising students and overseeing all program activities to ensure the safety and well-being of all participants

**B. Job Knowledge and Skills**

**Education and Experience:**

- Diploma in First Nations Governance, Office Administration, Youth Outreach or related field
- Applicants who have professional experience working in administration, finance, youth programs and/or sharing traditional knowledge with youth may also be considered

**Job Knowledge:**

Applicants must have strong administrative skills and should be familiar with the Champagne and Aishihik First Nation's history, culture, language, traditions, governance structure, traditional territory and Dan K'è Ways.

**Management Skills:**

The ideal candidate will have:

- Professional experience in office administration (preferably in a First Nations context)
- Experience managing budgets and adhering to funding requirements
- Experience completing program evaluations and reporting

**Specific Skills:**

- Proficient in Word, Excel, Outlook, PowerPoint and social media platforms

**Interpersonal Skills:**

The ideal candidate will:

- Be highly organized and adaptable to changing circumstances and program needs
- Be an effective communicator who can clearly articulate information verbally and in writing
- Demonstrate awareness of social issues affecting CAFN youth
- Be understanding and sensitive to the needs of students
- Be able to mediate and resolve conflicts between participants, or between participants and staff
- Be able to maintain a calm and composed demeanor in challenging situations
- Be a team player who is focused on collaboration and seeking creative solutions
- Be a positive role model for youth

**C. Decision Making:**

The Program Coordinator will assist the Instructor with the following decision-making responsibilities:

- Reviewing and approving student applications
- Managing any student enrolment or attendance concerns
- Managing student withdrawals or late admission to the program (if seats become available)

**D. Impact/Accountability:**

The Program Coordinator will be responsible for supporting the staffing team, managing all student payments and financial responsibilities and completing all general program administrative duties required for the smooth operation of the leadership program.

**E. Positions Supervised:**

There will be no direct supervision required for this position; however, the Program Coordinator position will assist the Instructor in supporting the Elders on the staffing team as well as all invited guest speakers, community members and facilitators brought into the program.

**F. Working Conditions:**

The Program Coordinator will be required to support program activities from Monday through Friday from 8:00 am – 4:30 pm. The program delivery is based on a hybrid model and includes both indoor classroom activities and on-the-land experiential learning activities.

**G. Conditions of Employment**

- A valid Yukon Class 5 driver's license (Class 4 preferred)
- Criminal Records Check
- Valid First Aid Certificate or willing to obtain
- 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.
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I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

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Director of Human Resources

\_\_\_\_\_  
Date

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Director,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Title  
Date