



## CHAMPAGNE AND AISHIHIK FIRST NATIONS

*Shadhäla Äshèyi yè Kwädän*, Champagne and Aishihik First Nations (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 government through employment with our nation.

### JOB OPPORTUNITY – POSTED January 20, 2026 Administrative Assistant – Language & Culture

Competition #25-26-51

Regular Full-time

Salary: **Level 5 - \$62,305.82 - \$72,888.99**

Robust Benefits and Pension Package

Location: **Haines Junction, Y.T.**

#### Job Summary:

Under the direction of the Director of Language and Culture, this position provides administrative, secretarial and clerical functions in order to support the Language & Culture Department and Da Kų Staff. The incumbent will assist the director to ensure all departmental financial records are accurate and up-to-date. The incumbent will provide support to the Da Kų Cultural Centre Dakwäkäda and Department staff and assist in ensuring the overall department operates effectively and efficiently.

#### Education and Experience:

Grade 12 or GED or training in office administration or secretarial program with coursework in computer applications in word processing, spreadsheets, and database programs or an equivalent combination of education, training and work experience, Knowledge of Southern Tutchone language would be an asset.

#### Conditions of Employment:

- Criminal Records Check
- Valid Yukon Class 5 Driver's License
- Willingness to work evenings and/or weekends, as required
- Ability and willingness to travel, as required
- Mandatory confidentiality is a condition 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.*

**An eligibility list will be created from this posting.**

For a complete job description please check the CAFN website at [www.cafn.ca](http://www.cafn.ca) or contact below.

**Deadline: 4:30 pm February 3, 2026**

Send current resume and supporting documents to:

Megan MacKellar  
Human Resources Officer  
Phone: (867) 634-4200 ext. 245  
[mmackellar@cafn.ca](mailto:mmackellar@cafn.ca)