



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 March 24, 2026 Administration Officer

Regular Full-Time

Level 6 - \$60,249.00 - \$70,483.00

Robust Benefits and Pension Package

Location: **Haines Junction**

Competition #25-26-59

Job Summary:

Reporting to the Director of Property Services, this position provides oversight of all administrative support functions for the Property Services department, including Property Management, Municipal Services, Housing, and Capital Projects Branches; ensures administrative functions of the department are conducted efficiently and accurately; provides financial reporting to departmental staff, Finance, and auditors; performs record management duties; and performs other related duties.

Education and Experience:

Grade 12 or GED with some post-secondary education in office/business administration or related field. Experience in providing a broad range of administrative and financial support is required. Proficiency in working with MS Office (Outlook, Word, Excel, PowerPoint) is required. Experience with database management systems would be an asset. An equivalent combination of education, training and/or experience may be considered.

Conditions of Employment:

- A valid Yukon Class 5 driver's license.
- Criminal Records check 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: Open Until-Filled

Send current resume and supporting documents to:

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