



## 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.

*Dádän* (Our people) are deeply connected to *Dákeyi* (our land). We are actively building *Dän K'é* (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 – RE-POSTED March 24, 2026**

### **Administrative Assistant – Human Resources**

**Open to CAFN Citizens Only**

#### **Regular Full-Time or Part-Time**

Salary: **Level 5 - \$63,844.77 to 74,689.35**

**Robust Benefits and Pension Package**

Location: **Haines Junction**

**Competition #25-26-27**

#### **Job Summary:**

Reporting to the Director of Human Resources (HR), this position provides administrative and clerical support for the human resource services functions of the organization. The Administrative Assistant will provide support to the departmental Director, Human Resources Officers, and the Occupational Health and Safety Officer, and perform other related duties.

#### **Education and Experience:**

Grade 12 or GED with successful completion of at least two years' post-secondary education in office/business administration, human resources, or related field. Experience in providing administrative support to management as well as providing client service in an office environment. Proficiency in working with MS Office (Outlook, Word, Excel, and Internet) 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:**

- Must respect and maintain confidentiality
- Criminal Records Check
- Valid Yukon Class 5 Driver's License
- Able and willing to travel to CAFN communities, as required
- 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.

***This competition is open to CAFN Citizens only and under fills will be considered. Please self-identify in your cover letter or resume.***

*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](http://www.cafn.ca) or contact below.

**Deadline: Open Until-Filled**

**Please indicate in your cover letter whether you are interested in a full-time or part-time position.**

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)