



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 – REPOSTED June 29, 2026 Administrative Assistant – Language & Culture

Regular Full-Time

Competition #25-26-51

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

Robust Benefits and Pension Package

Location: Haines Junction

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:

- Clear Criminal Record check with Vulnerable Sector check
- Valid Yukon Class 5 Driver's License
- Willingness to work evening 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.

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: Until Filled

Send current resume and supporting documents to:

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