



CHAMPAGNE AND AISHIHIK FIRST NATIONS

CALL FOR EXPRESSION OF INTEREST

Holiday Program Assistant: Community Wellness Short term position - Posted October 28, 2026

CAFN is looking for 1 person to fulfill the role of Holiday Program Assistant for the CAFN Community Wellness Department.

Date: November 9, 2026 – February 5, 2027

Wage: \$45.00/hr

Location: Haines Junction – with flexible travel to CAFN Communities

Note: Time commitment: November – 10 hours per week

December & January – 30 hours per week with possible overtime on event dates

Job Duties:

- Assist with coordination tasks for; CAFN Angel Tree & Angels (ATA), Share the Spirit, Lift Your Spirits (LYS) and other events as required
- Complete recruitment process for LYS
- Oversee travel reimbursement, TSA's and payment of all vendors for LYS
- Ensure setup and organization of ATA & gifts with notification and delivery to families
- Lead coordination on space bookings for LYS in Whitehorse, Takhini River Sub-Division and Haines Junction
- Complete Coordination requirements for setup of all three LYS events including:
- Table setup, Coordination/setup of drape and rod, organization of sign up and other tasks as assigned
- Partner with external agencies to bring information booths to the three LYS events as directed
- Work alongside the Community Wellness team to assist with program check-ins and assignments of duties
- Other related duties

Essential Skills:

- Valid Class 5 Driver's License & willingness to travel to communities
- Ability to be flexible and work evenings/weekends as required and while travelling to communities
- Computer skills, MS Suite & video conferencing, Ability to utilize software to create advertisements for events (Canva), written communication skills and strong organizational and communication skills
- 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.

Deadline for submission: November 6, 2026

Send current Resume and supporting documents to:

Angie Nassiopoulos
Acting Assistant Director, Community Wellness
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Phone: 867-634-4200 ext. 215