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 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 November 17, 2026
Administrative Assistant – Community Wellness

Regular Full-Time **Competition #26-27-32**
Salary: **Level 5 - $63,844.77 to $74,689.35**
Robust Benefits and Pension Package
Location: **Whitehorse**

Job Summary:
Under the direction of the Director of Community Wellness this position provides administrative, secretarial and clerical functions in order to support all Departmental staff; the incumbent will provide support to the Community Wellness Department staff and assist in ensuring the overall department operates effectively and efficiently.

Education and Experience:
Grade 12 with post-secondary education in secretarial or office administration areas with computer course work in word processing programs, such as, MS Word and spreadsheets, such as Excel and have one year work experience in general office procedures or an equivalent combination of education/training and experience.

Conditions of Employment:
- A valid Yukon Class 5 driver's license.
- Criminal Records Check with Vulnerable Sector check
- Valid First Aid Certificate or willing to obtain
- 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 CAFN Citizens will be given priority and underfills may 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.

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: 4:30pm on December 1st, 2026

Send current resume and supporting documents to:

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