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 November 5, 2026

Administrative Assistant – Property Services

Competition #26-27-30

Regular Full-time
Salary: **Level 5 - $63,844.77 to $74,689.35**
Robust Benefits and Pension Package
Location: **Haines Junction**

Job Summary:
Under the supervision of the Administration Officer, this position provides administrative, secretarial and clerical functions in order to support the Administration Officer and the different branches of the Property Services Department. The incumbent will assist with the coordination and maintenance of CAFN fleet vehicles and the custodial services to the CAFN community and administration buildings.

Education and Experience:
Grade 12 with 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.

Conditions of Employment:
- Criminal Records Check
- Valid Yukon Class 5 Driver's License
- 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
- 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 CAFN Citizens will be given priority and under-fills 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: Open Until Filled

Send current resume and supporting documents to:

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