



First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

COMPETITION #: 9130-25-621-18

Position: CAPITAL AND INFRASTRUCTURE ADMINISTRATIVE ASSISTANT

Department: Capital and Infrastructure

Location: Government House, Mayo, Yukon

Status: Regular Indeterminate

Hours: 75 Hours Bi-Weekly

Posting Date: August 25, 2025

Closing Date: UNTIL FILLED

Job Description: <https://www.nndfn.com>

THE OPPORTUNITY

This is an opportunity to provide administrative support to the Capital and Infrastructure department in promoting efficient and effective operational processes, that includes organizing, scheduling and fulfilling tasks as requested. This includes responding and prioritizing incoming and outgoing correspondences, managing time management schedules, preparing meeting agendas, notifications and confirmation of attendance, drafting, transcribing and revising departmental meeting minutes and briefing notes, preparing and assembling information packages, inputting records management systems, and assisting with projects and on-going operational objectives.

THE PERSON

You are a versatile person who has good communication and administrative skills that has the ability to organize and prioritize your tasks. You like working as part of a team and building positive rapport with Council, staff, citizens and the general public in discretion, tact and diplomacy while possessing the technical proficiency and problem-solving skills to assess situations and come up with practical solutions in a fast-paced environment.

QUALIFICATIONS

You have Grade 12 or GED Equivalent and/ or certificate/ diploma in Office Administration or the equivalent in experience and relevant training in clerical administrative duties. You are knowledgeable of office procedures (i.e. filing, minute taking, email/ phone correspondence). Knowledge of First Nation Government (Umbrella Final Agreement (UFA), Self-Government Agreement (SGA) and First Nations Final Agreement (FNFA), FNNND Constitution) and FNNND history, culture, language, demographics, socio-economic issues, goals and aspirations an asset.

If you do not possess all the requirements for hire into a position, there may be opportunity for training.

ANNUAL SALARY RANGE: \$ 65, 745.00 - \$ 86, 596.00 Annually [\$ 33.60 - \$ 44.26 /hr]

The FNNND offers a competitive benefits package including shared pension contributions, extended health, and dental plan.

If you are interested in this opportunity, please send cover letter and resume to:

Ronalda Moses

A/ Director, Human Resources & Capacity

First Nation of Na-Cho Nyäk Dun

Box 220, Mayo, Yukon Y0B 1M0

E-mail: hr@nndfn.com

Phone: 867-996-2265 ext. 121

Please note: In order for your application to be considered you must be a permanent resident of Canada. Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens. Although we thank all those who apply only those selected for further consideration will be contacted.