



First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

COMPETITION #: 9130-25-418-11

Positions:

(1) ELDERS COUNCIL CLERK – Government House, Mayo, Yukon (Regular)

(1) ELDERS COUNCIL CLERK – Remote Worker, Whitehorse Yukon (Part-Time)

Department: Executive

Location: Government House, Mayo, Yukon

Status: Indeterminate

Hours: 75 Hours Bi-Weekly Regular/ 37.5 Hours Bi-Weekly Part-Time

Posting Date: August 15, 2025

Closing Date: UNTIL FILLED

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

THE OPPORTUNITY

This is an opportunity to provide administrative support to the Elders Coordinator with Elder Council duties, this includes organizing, scheduling and fulfilling tasks. Tasks may include responding and prioritizing incoming and outgoing correspondence, forwarding relevant information to internal departments and external stakeholders and funding agencies (i.e. Yukon First Nations, Federal and Yukon Government funding, sponsor designates, etc.), coordinating and updating time scheduling for all Elder Council meetings and events, preparing meeting agendas, notifies and confirms availability and attendance, coordinates meeting space venue(s) and logistics, drafting, transcribing and revising meeting minutes and elder council resolutions, prepares and assembles information meeting packages, creates and archives files in appropriate locations in the records management system, and other duties as required.

THE PERSON

You are a good communicator who is organized with effective administration skills who has compassion, empathy, patience and understanding in working with Elders and Citizens. You work well in a team and demonstrate discretion, tact and diplomacy in building positive relationships among the public while maintaining confidentiality, honesty and trust.

QUALIFICATIONS

You have Grade 12 or GED Equivalent and/ or willing to train toward a 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) and of First Nation Government (Umbrella Final Agreement (UFA), Self-Government Agreement (SGA) and First Nations Final Agreement (FNFA), FNNND Constitution) is an asset.

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.