



First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

COMPETITION #: 9130-25-106-21

Positions: **EXECUTIVE ASSISTANT**

Department: Executive

Location: Government House, Mayo, Yukon

Status: Regular Term

Hours: 75 Hours Bi-Weekly

Posting Date: September 4, 2025

Closing Date: Until Filled

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

THE OPPORTUNITY

This exciting opportunity will appeal to someone who wishes to advance their administrative career, enjoys working within a fast-paced ever-changing environment and handling a diverse range of situations. The job includes responsibility for ensuring that meetings and events are properly planned, prepared and convened and responsible for providing administrative support to the Executive Office in promoting efficient and effective operational processes, this includes organizing, scheduling and fulfilling tasks as requested.

THE PERSON

You are a good communicator who is organized with effective administrative and organizational skills who has compassion, empathy, patience and understanding in working with all levels within the FNNND organization, citizenry, and officials of outside organizations. 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: \$ 71, 615.00 - \$ 94, 437.00 Annually [\$ 36.60 - \$ 48.26 /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.