



First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

COMPETITION #: 9130-26-108-06

Positions: **ELDERS COORDINATOR**

Department: Executive

Location: Government House, Mayo, Yukon

Status: Indeterminate

Hours: 75 Hours Bi-Weekly Regular

Posting Date: May 20, 2026

Closing Date: June 3, 2026

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

THE OPPORTUNITY

This is an opportunity to provide administrative support to the Elders Council and coordinates its activities, programs and events. You will deliver Elders Council programs and activities, manage associated budgets and funding requirements, and ensure the effective administration of Elders Council operations, including meetings, records management and communications.

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 as a supervisor and in a team in demonstrating 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.