



EMPLOYMENT OPPORTUNITY

Position: Income Assistance Administrative Assistant

Supervisor: Director Health & Social

Type: Full-Time Permanent

Wage: \$25-\$35 per hour

Closing Date: March 16, 2026

Job Summary

Reporting to the Director Health and Social, the Income Assistance (IA) Administrative Assistant is responsible for assisting the IA Administrator in ensuring the effective delivery of the income assistance program for Liard First Nation (LFN) members. The incumbent will assist in processing payments to eligible LFN members in following established guidelines and regulations.

Education and Experience

- A high school diploma or equivalency obtained through coursework and/or experience
- Experience in an administrative environment, including maintaining confidentiality and following policies and procedures preferred

Knowledge & Skills

- Demonstrated excellent interpersonal, relationship-building skills.
- Strong verbal and written communications skills.
- Ability to work effectively with First Nations, Provincial/Territorial and Federal governments to support and advance First Nation interests.
- Ability to work pleasantly and effectively with a wide range of people of different ages and cultures, in potentially volatile and emotionally charged situations.
- Ability to work respectfully with others in a cross-cultural environment.
- Solid computer skills including MS Office (Word, Excel, etc.).

Conditions of Employment/Working Conditions

- This position may require some travel within and outside of the Yukon.
- Some overtime and weekend work will be required.
- The position often works with clients experiencing trauma and/or emotional stress and may be required to respond to critical incidents outside of work hours.
- Criminal Record Check

Please submit your application to jobs@liardfirstnation.ca prior to the closing date.

For more information on the position contact
Dena Zavier, HR Consultant at 867-334-2555

Preference will be given to qualified Liard First Nation Citizens



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Only those legally able to work in Canada will be considered