



Kluane First Nation

JOB OPPORTUNITY

Internal/External Posting

Records Management Coordinator (Competition #2026-010)

Permanent, Full-time in Burwash Landing, Yukon

Salary: \$70,856.93 to \$ 99,012.85 per annum based on 70 hours bi-weekly (depending on qualifications and experience)

About Kluane First Nation

Kluane First Nation's Traditional Territory sits on the banks of spectacular Kluane Lake in southwestern Yukon. Kluane National Park and Reserve is one of Canada's premier wilderness areas, and along with Kluane Lake, offers unparalleled opportunities for backcountry recreation. The land is beautiful, and the people are community-minded, culturally aware, helpful, and hard-working.

Overview

Kluane First Nation is seeking a dedicated and enthusiastic individual to join our team as a Records Management Coordinator. This position is responsible for records management and classification and customized file plans. It plays many analytical, project management, coordination, training, and planning roles. It works in consultation and collaboration with all staff to lead the department's adoption of innovative improvements and to realize technology-enabled efficiencies in records management practice.

Education and Experience

Coursework in records and information management. Previous experience in records management, applying records and information management principles and practice. Experience using database software for the management of collections and working with data and statistics. An equivalent combination of education, training, and/or experience may be considered.

Conditions of Employment

- Criminal Record Check
- Valid Yukon Class 5 driver's license and a clean driver's abstract
- Willing to work overtime and to travel within the Yukon and to Whitehorse at least one week every month, as requested

How to Apply

Please submit your resume quoting competition **#2026-010** along with a cover letter explaining why you believe you are a good fit for the position to: careers@kfn.ca. All applications must be submitted before 5 p.m. Yukon time on the closing date. We thank all those who apply but only those selected for further consideration will be contacted.

For more information on this position contact Helena Tlen, Director of Governance, at 867-841-4274 Ext. 143. For a copy of the job description, email careers@kfn.ca.

Housing and/or relocation may be provided on a case-by-case basis. Candidates who do not possess all qualifications may be considered for appointment on an underfill basis. An eligibility list may be created from this position.

Posting Date: March 17, 2026

Internal Closing Date: March 24, 2026

External Closing Date: March 31, 2026, or until filled

***Note: Current employees, KFN Citizens, and community members are considered 'Internal Applicants'. First hiring priority is given to internal applicants.**