



# Kluane First Nation

## JOB OPPORTUNITY

### External Posting

#### **Archivist (Competition #2026-014)**

**Permanent, Full-time in Burwash Landing, Yukon**

**Salary:** \$78,278.71 to \$106,434.63 per annum based on 70 hours bi-weekly (depending on qualifications and experience)

#### **About Kluane First Nation**

Kluane First Nation's (KFN) Traditional Territory sits on the shores 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**

KFN is seeking a dedicated and enthusiastic person to join our team as an Archivist. This position is responsible for the development and delivery of the Kluane First Nation (KFN) Archives Program and for supporting Heritage special projects. The Archivist ensures the protection, preservation, and accessibility of the KFN archival holdings. The position promotes the respectful documentation and safeguarding of traditional language, beliefs, oral histories, and cultural knowledge for the benefit of present and future generations, while supporting the implementation of Chapter 13 of the KFN Final Agreement.

#### **Education and Experience**

Diploma or certificate in archival studies, information and library studies, or records and information management is required. Preference may be given to those with a post-graduate degree in Archival Studies. Considerable experience working in archives, cultural resource management and/or heritage work within a government and/or corporate setting is an asset. Proficiency in MS Office is required. An equivalent combination of education, training, and/or experience may be considered.

#### **Conditions of Employment**

- Holds a Diploma or certificate or equivalent
- Holds a valid Yukon Class 5 driver's license and an up-to-date clear driver's abstract
- Willing and able to work overtime and outside of regular working hours and to travel within the Yukon
- Willing to obtain further education and certifications, and participate in training as requested by the Heritage Manager

#### **How to Apply**

Please submit your resume and cover letter to: [careers@kfn.ca](mailto:careers@kfn.ca), no later than 5:00 p.m. (Yukon time) on the closing date. Include **competition #2026-014** in the subject line of your email and cover letter.

Thank you for your application, however only qualifying candidates will be contacted. For more information on this position and the job description, email [careers@kfn.ca](mailto: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.

Posting Date: April 15, 2026

Closing Date: April 29, 2026, or until filled

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