



CARCROSS/TAGISH FIRST NATION

EMPLOYMENT OPPORTUNITY

Job Title **Skateboard Park Coordinator**

Closing Date: July 28, 2017

DEPARTMENT: Capacity Development

STATUS: **Casual Temporary Full Time – July 2017 – October 2017**

SALARY: C/TFN wage scale level 1, Increment 4

JOB SUMMARY

Under the direct supervision of the Carcross/Tagish (C/TFN) Career Manager and in cooperation with other staff, the Skateboard Park Coordinator will coordinate all aspects of the (Canada 150) Skateboard Park Project including the supervision of Skateboard Park Labourer Artists and management of the project work plan, its budget, report writing and time management. Priority will be given to youth between 16 and 30 years of age who have either completed respective education certification or have relevant work experience.

QUALIFICATIONS

- Grade 12 GED or equivalent experience and education
- Must have Supervisory Skills
- Project management experience
- Ability to manage time and budgets
- Ability to keep accurate work plan records and skillfully communicate with all associated parties.
- Must have excellent written and oral communication skills,
- Must have demonstrated computer and office skills
- Knowledge of C/TFN culture, traditional practices and art.
- Able to liaison with C/TFN Departments, Carcross Recreation Board, and / or agencies

CONDITION OF EMPLOYMENT

- Class 5 Drivers License considered an asset
- Must be organized and efficient
- Willingness to sign and abide by the C/TFN Code of Conduct and Ethics
- Must have conflict resolution and non-violent communication skills

We thank all those who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Carcross Tagish First Nation citizens on all competitions for CTFN.

Candidates applications/resumes should clearly demonstrate their related qualifications, since selection for further consideration will be based on the information provided. Job descriptions are available from the CTFN Human Resource Department

APPLICATIONS/RESUMES MUST BE RECEIVED BY 4:00PM ON THE CLOSING DATE.

Please apply to:

Carcross/Tagish First Nation

Finance & HR Department

Box 130, Carcross, Yukon Y0B 1B0

Phone: (867) 821-4251 Ext. 8269 Fax: (867) 821-3903 or Email: humanresources@ctfn.ca