



CARCROSS TAGISH FIRST NATION

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Employment Opportunity



Job Title: #24-034 Director of Government Relations
Department: Governance
Status: Permanent, Full-Time
Salary: C/TFN Wage Scale Level 16 (\$58.05 – \$69.77/hr)
Closing Date: February 21, 2025

We encourage all qualified candidates to apply. However, preference will be given to C/TFN Citizens, associate members and Indigenous candidates in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission.

Carcross/Tagish First Nation Mission Statement

The Carcross/Tagish First Nation is mandated to protect the environment, health and wellness, education and aboriginal rights of our citizens; to continue to preserve to protect our culture, traditions, and languages; to protect and develop our natural resources and strengthen our economy and the Carcross/Tagish First Nation government for our future generations.

C/TFN Benefits

We are pleased to offer a comprehensive benefits package that includes competitive salaries and opportunities for professional growth. Additionally, C/TFN provides a gas stipend for those living more than 25 kilometers from Carcross, and offers generous contributions to a retirement savings plan.

The Role

Reporting to the Executive Director and Executive Council, the **Director of Governance** manages the Governance Department and oversees the First Nation's Governance services, including; organizational policy development, C/TFN legislation and regulations, citizenship and enrollment, internal and external communications, inter-governmental relations, C/TFN's Constitution, oversight management and administration of Councils, Boards and Committees, external funding proposal and administration, and implementation of the Carcross/Tagish First Nation Self-Government Agreements.

Duties and Responsibilities

Please submit your resume, clearly highlighting how you meet the qualifications outlined below. Candidates selected for further consideration will be based solely on the information provided in your resume, however a cover letter indicating your interest is encouraged.

- Provides and/or oversees the provision of a wide range of governance support services to C/TFN Governing Institutions, Haa Shaa Du Hen and Executive Council, Committees, Working Groups, General Council, Elders Council, and the Justice Council by:
 - Ensuring the provision of all administrative support, planning, preparations, budgets, procedures, manuals, briefings, reports, minutes, records of decisions, citizen support, etc. for General Councils, formal meetings, and consultations of the various bodies.
 - Providing technical support for the development of and interpretation of existing legal and administrative documents.
 - Promoting active participation in the various bodies by arranging for Elections, educating and soliciting interest from citizens, providing logistical support as appropriate.
 - Advertising for new appointees for vacancies and preparing resolutions for appointments as directed by Chief and Council.
 - Arranging orientation and training of new appointees.
 - Monitoring appointees to external Boards and Committees, including those administered by Canada, Yukon and CYFN under the UFA IP.
- Work closely with the Chief & Council and departmental Directors in the development, implementation, monitoring and progress reporting of multi-year Strategic Plans and annual Operating Plan priorities of the C/TFN Government.
- Works closely and collaboratively with C/TFN Leadership in establishing and managing the ongoing implementation of C/TFN Final Agreement, Self-Government Agreements and Financial Transfer Agreement.
- Oversees and manages all administration relating to C/TFN Citizenship Registry by supervising and overseeing the work of the Registry Officer.
- Oversees and manages all legal and regulatory documents and policies as well as other ongoing and historical administrative documents for the First Nation.
- Oversees, supervises, provides advice and support, and works closely with the Communications Officer on C/TFN's internal and external communications needs and services.

Essential Qualifications

- Bachelor's Degree in Public Administration, Political Science, Indigenous Governance, Indigenous Studies, History, Law or related field.
- 7-10 years' experience in public or Indigenous government(s) and/or corporate government relations.
- 5+ years' experience at senior management level.

Desired Knowledge, Skills, and Suitability

- Experience in departmental administration, including report writing and interpretation of complex documents, legislation and procedures.
- Strong time management and project coordination skills.
- Excellent attention to detail.
- Knowledge of C/TFN governance structure, processes and philosophies, history and culture.
- Knowledge of First Nation governments and related financial arrangements.

- Knowledge of C/TFN Land Claims and Self-Government Agreements.
- Knowledge of C/TFN Final Agreements and Implementation Plans.
- Proven leadership ability with capability to influence others with a professional approach.
- Excellent verbal and written communication and presentation skills.
- Strong analytical and negotiation skills.
- Strong ability to exercise sound judgment.
- Ability to engage staff at all levels of the organization.
- Ability to work with and manage confidential information and use independent judgment.

Conditions of Employment

- Verification of Education
- Valid Class 5 Driver's License.
- Valid Driver's Abstract.
- Current Criminal Records Check.

Please note- there are no relocation costs associated with this position.

Applications/resumes must be received by 11:59pm on the closing date and can be emailed to [XXXXXX](#) with the competition number and name in the subject line.

Please note that only those selected for further consideration will be contacted.