



CARCROSS TAGISH FIRST NATION

PO Box 130. Carcross, Yukon Y0B 1B0

(867) 821-4251

www.CTFN.ca

Employment Opportunity



Job Title:	#25-005 Implementation Manager (Term until May 22, 2026)
Department:	Governance
Status:	Term, Full-Time
Salary:	C/TFN Wage Scale Level 10-13 (\$38.79 - \$56.97/hr)
Closing Date:	Open until filled

This posting is to fill one (1) full time, term position. This is an until-filled competition. Candidates are encouraged not to delay submitting their application, as this posting can close at any time. Resumes will be regularly screened until the position is filled or the competition closes, whichever is earliest.

We encourage all qualified candidate to apply. However, preference will be given to C/TFN Citizens, associate members and Indigenous candidates.

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 and 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.

Your Role

Reporting to the Director of Government Relations, the Implementation Manager is responsible for managing all the negotiations of programs and services on behalf of C/TFN and representing C/TFN on various committees and teams and at various negotiating tables. The Implementation Manager will also participate in other implementation initiatives including assisting with the drafting of policies, research of position papers, the development of community teams, and restructuring initiatives.

For more information on this job please contact Wesley Barrett, Acting Director of Government Relations at wesley.barrett@ctfn.ca

For more information about the recruitment process, please contact Erica Couch, Human Resources Consultant at erica.couch@ctfn.ca

Your benefits

We are pleased to offer a comprehensive benefits package that includes competitive salaries, and ample job opportunities for professional growth. In addition, we provide a gas stipend for those who live more than 25km from Carcross, and contributions to RRSP's, ensuring that you are supported both professionally and personally.

Duties and Responsibilities

- Managing C/TFN's negotiations on various Program and Services Transfer agreements
- Produce and provide annual reports to all required agencies
- Working with Directors of all Departments to ensure negotiated Program and Services Transfer Agreements are appropriate for the C/TFN departments
- Representing C/TFN on various committees for contract negotiations, community consultation, and implementation of various agreements to meet the needs of C/TFN
- Providing position papers, status reports and briefing notes on various issues
- Receiving, organizing, evaluating, monitoring and responding to requests for information
- Researching comprehensive documents
- Reviewing Program Services Transfer Agreement related contracts in place to ensure C/TFN priorities and initiatives are being met
- Maintaining a high standard of public relations when dealing with C/TFN staff, Citizens, members of the public, other governments and interest groups
- Working with the Director of Government Relations to ensure that C/TFN priorities and initiatives are being met
- Drafting of C/TFN documents including briefing notes, terms of reference, and other identified material
- Assist in the development of new programs and services
- Assist Directors with the drafting of various contracts for consultants

Essential Qualifications

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.

- Post-secondary education related to administration/negotiations at a senior level
- 5-7 years of experience in public negotiations

Desired Knowledge, Skills and Suitability

- Experience leading, drafting, creating initiating legislations and policy, and/or government documents
- Experience in creating Indigenous legislation and/or policy is considered an asset
- In-depth knowledge of C/TFN Final and Self Government Agreements
- Ability to foster trust and acceptance at the community level and participate in effective community consultation
- Knowledge of or willingness to learn traditional and cultural practices of C/TFN
- Willingness to work within and implement C/TFN models, structures and practices
- Excellent research and analytical skills
- Strong interpersonal skills, tactful and courteous
- Strong public relations skills
- Excellent organizational and communication skills
- Knowledge of C/TFN First nations history, Final and Self Government Agreements with accompanying Implementation Plans, Programs and Services Transfer Agreements and Final Transfer Agreement
- Knowledge of C/TFN Book one: C/TFN Traditional Family Beliefs & Practices: Our Place- Our Responsibility
- Knowledge of C/TFN book two: Family Act

Conditions of Employment

- Proof of post-secondary education related to administration/negotiations at a senior level

There will be no relocation assistance associated with this position.

Please email your resume to erica.couch@ctfn.ca with the competition number and title in the subject line of your email.