



CARCROSS TAGISH FIRST NATION

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www.CTFN.ca

Employment Opportunity



Job Title:	Senior Communications Manager
Department:	Executive Office
Status:	Permanent, full-time
Salary:	C/TFN Wage Scale Level 14-15 (\$50.70 - \$65.20/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. C/TFN offers paid time off, generous contributions to a retirement savings plan, and provides a gas stipend for those living more than 25 kilometers from Carcross.

The Role

Reporting to the Executive Director, the **Senior Communications Manager** will lead the development and implementation of a comprehensive communications strategy and associated annual work plans. This role involves providing high-level strategic advice and support to the Executive Director, Management Board, and all levels of Carcross/Tagish First Nation (C/TFN) government.

Duties and Responsibilities

- Provide strategic advice on communications and engagement initiatives to the Executive Director, Management Board, and Executive Council.
- Lead community engagement efforts, including organizing and managing events, workshops, and meetings.
- Oversee the development and implementation of the communications strategy and annual work plans, ensuring alignment with organizational goals.
- Develop, implement, and evaluate a comprehensive communications strategy to inform various stakeholders, including citizens, employees, other governments, and the public.
- Write speeches, prepare press releases and statements, and manage event planning.
- Network with media, communications, and government personnel, acting as a liaison between leadership and the media.
- Supervise the Communications Assistant and oversee contractors related to engagement and communications.

Essential Qualifications

- A post-secondary degree or diploma in journalism, communications, public affairs, or a related discipline, with 5+ years of experience in a communications management role or related.
- Proven experience in providing strategic advice, managing community engagement initiatives, and supervising staff and contractors.
- Strong leadership, organizational, and communication skills, with experience in speech writing, media relations, and content creation.
- Experience working with Indigenous communities and managing cross-departmental teams, with the ability to handle stressful situations.
- Proficiency in design software and video editing (e.g., Photoshop, Illustrator, Canva) is an asset, along with a commitment to promoting Tlingit Language and cultural practices.

Conditions of Employment

- Criminal Record Check
 - Valid Yukon driver's license
 - Verification of Education
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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.

C/TFN does not provide relocation costs associated.