



PO Box 130. Carcross, Yukon Y0B 1B0

(867) 821-4251

[www.CTFN.ca](http://www.CTFN.ca)

## Employment Opportunity



<b>Job Title:</b>	<b>#25-147 Land Management Board Administrator</b>
<b>Department:</b>	Lands and Natural Resources
<b>Status:</b>	Permanent, Full-Time
<b>Salary:</b>	C/TFN Wage Scale Level 8-9 (\$33.98 - \$43.63/hr)
<b>Closing Date:</b>	April 8, 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.

## **Your Role**

Under the direct supervision of the Carcross/Tagish First Nation (C/TFN) Director of Lands and Natural Resources (LNR), the Land Management Board (LMB) Administrator is responsible for planning, developing, implementing and conducting general administrative and office services of the Land Management Board. The LMB Administrator will ensure that Board operations reflect, where possible, life's four stages (child, youth, adult and elder), and will integrate the four elements of the Values and Virtues of Life (mental, emotional, spiritual, and physical). The LMB Administrator must be willing to change with the ongoing evolution of C/TFN circle of governance. The LMB Administrator will ensure that, where possible, the work performed reflects life's four stages - child, youth, adult and elder. The LMB Administrator must be willing to change with the ongoing evolution of CTFN circle governance.

## **Duties and Responsibilities**

- Receiving and responding to requests by way of phone, email, or in person
- Preparing responses from LMB for outgoing mail
- Scheduling meetings
- Booking room and booking cooks (if applicable)
- Inviting board members and/or guests in person or by zoom with meeting date and time
- Preparing agendas and prepare information packages to support LMB discussions, ensuring that there are electronic files kept under the department drive
- Keep attendance records
- Minute taking with record of action items
- Administer case files and document decisions and distribute accordingly
- Provide administrative support to the LMB such as, reviewing case files, writing and preparing forms, filing and ordering supplies
- Arrange for payment of travel and honorarium for LMB members

- Manage the LMB Case File Registry and perform data entry functions including Nations Connect monitoring.
- Prepare and finalize the LMB Procedures Manual
- Ensuring LMB member are assisted for related Board training or interpersonal training.
- Keeping the Director and Executive Assistant of LNR informed and up to date on issues of interest and concern
- Ensuring that How We Walk values and processes are implemented and considered with LMB.
- Managing a system for the flow of information and monitoring to ensure issues have been responded to or completed
- Maintaining a high standard of public relations when dealing with C/TFN staff, citizens, members of the public, other governments and interest groups
- Producing, editing, and coordinating correspondence, reports, and presentations
- Scheduling appointments and arranging the office calendars for the HLNR Director
- Keeping the Director and Executive Assistant of LNR informed and up to date on issues of interest and concern

### **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, however a cover letter indicating your interest is encouraged.

- Certificate or Diploma in Office, Business Administration or related office experience
- A demonstrated ability to reliably and independently carry out administrative office duties, combining relevant work experience and education

### **Desired Knowledge, Skills, and Suitability**

- Ability to deal with people and conflict
- Ability to foster trust and acceptance at the community level
- Willingness to learn traditional and cultural practices of CTFN as applicable within our government setting
- Willingness to work within and implement CTFN models, structures and practices; including CKK (Nations Connect Portal) and How We Walk Process

- Value of participating in creating a learning environment
- Excellent organizational skills
- Punctual and reliable
- Excellent analytical and research skills
- Strong interpersonal skills, tactful and courteous
- Strong public relations skills
- Excellent organizational and communication skills
- Ability to establish good working relationships with C/TFN staff, citizens, boards, councils and committees
- Ability to establish good working relationships with other First Nations and other governments
- Ability to work independently and respectfully with others in a cross-cultural environment
- Willingness to travel both in and outside of the Yukon.

### **Conditions of Employment**

- Valid Class 5 Driver's License
- Proof of Certificate or Diploma in Office, Business Administration (if applicable)

**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 [kalli.schneider@ctfn.ca](mailto:kalli.schneider@ctfn.ca) with the competition number and name in the subject line.

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