



PO Box 130. Carcross, Yukon Y0B 1B0

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

# Employment Opportunity



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| <b>Job Title:</b>    | <b>#25-144 Language Manager</b>                   |
| <b>Department:</b>   | Heritage and Culture                              |
| <b>Status:</b>       | Permanent, Full-Time                              |
| <b>Salary:</b>       | C/TFN Wage Scale Level 10-12 (\$38.79-\$53.27/hr) |
| <b>Closing Date:</b> | April 7, 2025                                     |

This posting is for one (1) permanent full-time position. The posting will remain open for two weeks. Candidates are encouraged to submit their applications promptly, as the posting will close on April 7, 2025 at 11:59pm. Resumes will be reviewed on an ongoing basis.

We encourage all qualified candidates 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 to 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 of our future generations.

## **Your Role**

Under the supervision of the Director Heritage, Language and Culture, the language manager is responsible for developing and implementing Language projects and programs

for the Carcross/Tagish First Nation (CTFN) and for integrating the four elements of the Values and Virtues of Life (mental, emotional, spiritual, and physical) into these initiatives. The Language Manager will work with staff at Haa Yat'xi Hidi and Ghuch Tlaa in creating and developing language learning materials to teach and promote language learning in our children and youth. The Language Manager must be willing to change with the ongoing evolution of CTFN circle governance.

### **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**

- Developing, implementing, and administering language programs and projects
- Securing external funding support for CTFN language initiatives, writing funding proposals and negotiating and administering contributions agreements and reporting project outcomes
- Creating project work plans, budgets (must administer budgets), and schedules and driving department initiatives forward
- Work at developing and coordinating language learning for both Lingit and Tagish (Dene) languages.
- Identifying and coordinating the resources and skills needed to undertake initiatives; and organizing and facilitating project team activities
- Communicating project needs to appropriate departments, boards and committees
- Implementing evaluation and monitoring systems to assess the successes of Language program/projects
- Preparing and submitting monthly program/project reports on progress and achievements
- Supervising language staff
- Coordinating the production of project related literature, guides, posters, social media, and other publicly materials
- Providing technical input into policies, procedures, programs, regulations and legislation related to CTFN languages initiatives

- Developing strategies for preservation of language fluency goals
- Developing strategies for adult and family led language learning
- Promoting CTFN language through community partnerships

### **Essential Qualifications**

Please submit your resume, clearly highlighting how you meet the qualifications outlined below. Candidates selected further consideration will be based solely on the information provided in your resume.

- YNLC Language Certificate
- Knowledge and experience in working with heritage, language and/or cultural resources; or
- A combination of related education and project management experience.

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

- Ability to write funding proposals and projects reports
- Ability to create and administer project budgets
- Ability to implement program evaluation models
- Strong record keeping, time management, and organization skills
- Ability to work as a team leader
- Ability to build strong working relationships with other governments, community groups and heritage societies
- Ability to foster trust and acceptance at the community level
- Strong oral and written communication skills
- Continue to Develop and increase personal language fluency

### **Conditions of Employment**

- Proof of YNLC Language Certificate
- Proof of Education in a related field

Please note, there will be no relocation assistance associated with the position.

Please email your resume to [Erica.couch@ctfn.ca](mailto:Erica.couch@ctfn.ca) with the competition number and title in the subject line of your email.