



CARCROSS TAGISH FIRST NATION

PO Box 130. Carcross, Yukon Y0B 1B0

(867) 821-4251

www.CTFN.ca

Employment Opportunity



Job Title: #24-052 Capacity Office Coordinator

Department: Capacity Development

Status: Permanent Full Time

Salary: \$27.92 - \$43.63 Hourly / \$50,820.91 – \$79,412.72 Annually

Closing Date: July 31, 2024

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.

JOB SUMMARY

Under the direct supervision of the Director of Capacity Development, the Capacity Office Coordinator is responsible for assisting the Capacity Development staff and clients to process paperwork in a way that is compliant with the C/TFN Finance Personnel and Capacity Development Departmental Policies. Process review, improvement and relationship building are major components of this position.

DUTIES AND RESPONSIBILITIES

Support the Director of Capacity Development, Capacity Development staff and interdepartmental financial policy compliance initiatives by

- Completing, processing and filing of Purchase Orders, Cheque Requisitions, Honoraria, and internal departmental transfers
- Obtaining necessary signatures on Finance documents
- Delivering necessary documents to C/TFN Finance in a timely manner
- Observing and enforcing protocols & policies related to security and privacy of Finance files
- Communicating filing needs to the appropriate departments, boards and committees
- Participating in Capacity Development training and professional development initiative
- Assisting to build Finance, Capacity & Personnel processes and relationships with employees, citizens, applicants and C/TFN departments
- Acting as a logistical support person for departmental staff and clients
- Assisting staff and the Education Advisory Committee with administrative and technical supports
- Coordinate financial (administrative) support for Haa Yatx'I Hidi
- Record, transcribe and distribute all staff meeting minutes
- Coordinate the scheduling and preparation of various meetings, workshops and events including travel arrangements as required
- Maintain a central, confidential filing system and ensuring that all records and documents are current, available upon request and returned
- Greet visitors, respond to general inquiries, refer clients to appropriate staff as needed, and assist with Xerox copier/fax/email/public computer use upon request of staff or citizens

- Maintain office supplies & make orders for office materials as needed
- Other duties related to capacity development programs and projects, as assigned by the director.

ESSENTIAL QUALIFICATIONS

- Grade 12 or GED preferred or the equivalent in training and experience.
- Knowledge of C/TFN governance, culture, traditions, goals and objectives.
- Ability to effectively operate MS Office programs, and other software platforms.

DESIRED KNOWLEDGE, SKILLS & SUITABILITY

- Communication and relationship building skills for interfacing with the C/TFN Leadership, staff, citizens, other governments, training institutions and the general public.
- Ability to effectively operate MS Office programs, and other software platforms.
- Ability to work effectively and efficiently, both independently and as part of a team.
- Excellent business writing skills.
- Able to meet deadlines and handle heavy workloads.
- Strong time management, organization and prioritization skills.
- Good record keeping and report writing skills.
- Capable of working with, editing, or creating forms/templates
- Strong decision-making skills, including good judgement.
- Able to work in a highly disruptive work environment.

CONDITIONS OF EMPLOYMENT

- Valid class 5 Yukon driver's license.

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

We thank all those who apply and advise that only those selected for further consideration will be contacted.

Please Note:

- **No relocation costs are associated with the position.**
- **PLEASE QUOTE THE COMPETITION NUMBER & TITLE ON YOUR APPLICATION WHEN APPLYING.**

APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.

Apply to: humanresources@CTFN.ca