



PO Box 130. Carcross, Yukon Y0B 1B0

(867) 821-4251

www.CTFN.ca

Employment Opportunity



Job Title:	#25-162 Director, Human Resources
Department:	Human Resources
Status:	Permanent, Full-Time
Salary:	\$105,646 - \$126,986 annually
Closing Date:	July 13, 2025

This posting is to fill one (1) permanent full-time position. This is a two and a half week posting and will be closing at 11:59pm on July 13, 2025. Candidates are encouraged not to delay submitting their application. Resumes will be regularly screened until the position is closed.

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 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

The Carcross/Tagish First Nation (C/TFN) Government is seeking an experienced leader to serve as Director of Human Resources. Operating as an independent department within the C/TFN Government, the Human Resources team plays a critical role in supporting and strengthening organizational capacity.

Reporting to the Executive Director and collaborating as needed with the Executive Council, the Director of Human Resources will lead the strategic development and execution of human resources initiatives, policies, and programs. This role is responsible for overseeing complex staff relations, driving effective recruitment practices, and ensuring HR strategies align with the values and priorities of the C/TFN Government.

The successful candidate will be a trusted advisor, providing expert guidance and support to departmental directors and managers on a broad range of human resource management matters.

Duties and Responsibilities

- Leads the delivery of comprehensive HR services including staffing, staff relations, equity and inclusion, disability management, training and development, compensation, and benefits.
- Advises directors and senior leadership on HR policies, legislation, and best practices to ensure compliance and culturally aligned decision-making.
- Develops and implements HR policies and procedures that reflect C/TFN values and support strategic organizational goals.
- Provides strategic leadership as a member of the Senior Management Team, contributing to planning, policy development, and cultural change initiatives.
- Champions workforce development by identifying training needs, coordinating professional development, and supporting succession planning and employee engagement.
- Oversees departmental operations, including budgeting, staffing, performance management, and resolution of complex workplace issues.

Essential Qualifications

- BA Human Resources, Psychology, or other related discipline.
- 5+ years of Human Resources experience
- 5+ years in management/senior level role

Desired Knowledge, Skills, and Suitability

- Proven senior leadership experience in implementing and overseeing human resource strategies, frameworks, and organizational initiatives.

- Demonstrated success in project leadership across the full life cycle, from planning through execution and evaluation.
- Strategic and operational acumen, with the ability to balance long-term vision with day-to-day HR management.
- Strong understanding of HR legislation and compliance, including employment law, equity, labour relations, and workplace safety.
- Cultural awareness and knowledge of Carcross/Tagish First Nation history, values, and governance, with a commitment to respectful engagement.
- Exceptional interpersonal and communication skills, with the ability to foster trust, resolve conflict, and build relationships across all organizational levels.

Conditions of Employment

- Criminal Record Check
 - Valid Class 5 Drivers license
 - Verification of education/credentials
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Competitive Pay, Career Growth & More

We are pleased to offer a comprehensive compensation package that includes competitive salaries, paid health benefits, and generous RRSP contributions. In addition, we provide a gas stipend for those who live more than 25kms from Carcross.

Please submit your resume, clearly highlighting how you meet the qualifications outlined below. Candidates who are selected for further consideration will be based solely on the information provided in your resume. C/TFN does not provide relocation costs.

Applications/resumes must be received by 11:59pm on the closing date and can be emailed to erica.couch@ctfn.ca with the competition number and name in the subject line.

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