



PO Box 130. Carcross, Yukon Y0B 1B0  
(867) 821-4251  
[www.CTFN.ca](http://www.CTFN.ca)

## Employment Opportunity



<b>Job Title:</b>	<b>#25-177 Director, Government Relations</b>
<b>Department:</b>	Governance
<b>Status:</b>	Permanent, Full-Time
<b>Salary:</b>	\$105,646 - \$126,986 annually
<b>Closing Date:</b>	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 Director of Government Relations reports to the Executive Director and Executive Council and is responsible for leading the Governance Department and advancing C/TFN's internal self-government and external intergovernmental priorities. This includes implementation and administration of the C/TFN Final and Self-Government Agreements, policy and legislative development, citizenship and enrollment oversight, and coordination of Councils, Boards, and Committees. Externally, the Director plays a key role in shaping and advancing C/TFN's intergovernmental strategy, provides strategic support to leadership for engagement with other governments, and serves as an official representative on intergovernmental committees and forums.

## **Duties and Responsibilities**

- Provides strategic and technical support to C/TFN Governing Institutions, overseeing administration, meeting logistics, citizen engagement, and appointments to internal and external committees.
- Oversee daily Governance department operations, including budget management, recruitment, supervision, and performance management.
- Collaborates with leadership to implement the C/TFN Final Agreement, Self-Government Agreement, and Financial Transfer Agreement, aligning activities with strategic goals.
- Leads the development, oversight, and interpretation of governance documents including legislation, policies, records, and the C/TFN Constitution.
- Oversees management of the Citizenship Registry and ensures integrity and compliance in enrollment processes.
- Supports intergovernmental relations by representing C/TFN on key forums and working groups with Canada, Yukon, municipalities, and other Yukon First Nations.
- Organizes community engagement sessions and open houses and facilitates meetings on governance-related topics to promote transparency and informed participation.

## **Essential Qualifications**

- Bachelor's degree in Business, Public Administration, Political Science, or a related field, with demonstrated government experience, including 5+ years in a senior leadership role. A Master's Degree in one of these disciplines will be considered be an asset.
- Equivalences may be considered.

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

- Demonstrated expertise in governance administration, including report writing, interpreting complex legislation, and managing confidential information with sound judgment.
- Knowledge of C/TFN governance, culture, Self-Government Agreements, and related intergovernmental and financial arrangements.
- Demonstrated and proven leadership and interpersonal skills, with the ability to influence and engage stakeholders at all levels through strong communication, negotiation, and analytical abilities.
- Exceptional organizational and project coordination skills, with a sharp eye for detail and the ability to manage multiple priorities effectively.
- Negotiations experience and a willingness to continue to learn and further develop these skills.

## **Conditions of Employment**

- Criminal Record Check
  - Valid Yukon driver's license
  - Verification of education/credentials
  - Willingness to travel both in and outside of Yukon, with potential for overnight travel up to 10 – 12 times a year within the Yukon, 2 – 3 trips outside the Yukon.
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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.

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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](mailto: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.