



## CARCROSS/TAGISH FIRST NATION

# EMPLOYMENT OPPORTUNITY

**JOB TITLE:** Learning Centre Facility Manager

**CLOSING DATE:** June 5, 2017

**DEPARTMENT:** Infrastructure

**STATUS:** 1 Year (Casual) Term, Full-Time

**SALARY:** C/TFN Wage Scale Level 12-14. Salary dependant on education and experience

### JOB SUMMARY

Reporting to the Director of Infrastructure, the Learning Centre facility Manager is responsible for managing the effective and efficient operation and administration of the Learning Centre. This position will also administer the lease agreements with tenants of the facility. Supervising a team comprising of an administrative assistant and custodians. The Facility Manager's role is to oversee the development and implementation of the Centre's operating requirements including financial management, staffing, supervision, and event management for the Government of Carcross/Tagish First Nation (C/TFN) and, for integrating the four elements of the Values and Virtues of Life (mental, emotional, spiritual and physical) into the work. The Learning Centre Facility manager, where applicable, will ensure that the work reflect life's four stages - child, youth, adult and elder, and must be willing to change with the ongoing evolution of C/TFN circle governance.

### QUALIFICATIONS & ABILITIES

- Completion of Grade 12 with at least 2 years' experience in either facility management, financial management or event planning or marketing. An equivalent combination of education and experience will be considered.
- Experience in marketing and facilities management.
- Ability to draft or maintain lease and rental agreements
- Proven experience in the use and set-up of IT and Audio-Visual equipment.
- Excellent supervisory and people management skills.
- Financial, Retail and Restaurant Management skills
- Strong decision making and problem-solving abilities.
- Ability to seek, obtain and manage funds from external sources.
- Ability to negotiate terms of contracts and projects, facility rentals, schedules and bookings, user agreements, billing, financial reporting.

### CONDITION OF EMPLOYMENT

- Valid Yukon Class 5 Drivers License and Current Driver's Abstract
- Vulnerable Sector Criminal Record Check
- Sign and abide by C/TFN Code of Ethics

An eligibility list will be established from this competition. No compensation will be given for moving costs and must be eligible to work in Canada.

**We thank all those who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Carcross Tagish First Nation citizens on all competitions for CTFN.**

Candidates applications/resumes should clearly demonstrate their related qualifications, since selection for further consideration will be based on the information provided. Job descriptions are available from the C/TFN Human Resource Department.

**APPLICATIONS/RESUMES MUST BE RECEIVED BY 4:00PM ON THE CLOSING DATE.**

Please apply to:

Carcross/Tagish First Nation

Finance & HR Department

Box 130, Carcross, Yukon Y0B 1B0

Phone: (867) 821-4251 Ext 8269 Fax: (867) 821-3903

Email: [humanresources@ctfn.ca](mailto:humanresources@ctfn.ca)