



**CARCROSS TAGISH  
FIRST NATION**

PO Box 130. Carcross, Yukon Y0B 1B0

(867) 821-4251

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

# Employment Opportunity



<b>Job Title:</b>	<b>#23-016 - Summer Student Workers</b>
<b>Department:</b>	C/TFN Respective Departments
<b>Employment Status:</b>	Summer Student – Full Time June 26, 2023 – August 4, 2023
<b>Salary:</b>	\$16.23 p/hr
<b>Closing Date:</b>	May 31, 2023

## **CARCROSS/TAGISH FIRST NATION MISSION STATEMENT**

The Carcross/Tagish First Nation is mandated to protect the environment, health, 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 Respective Department Supervisor, the Summer Student's will be placed in various departments within C/TFN and will complete various daily/weekly tasks given to them in a timely manner. Summer students will also participate in team building, life skills activities.

## **DUTIES AND RESPONSIBILITIES**

- Prepare & organize correspondence, perform data entry and word processing functions,
- Provide Customer Service assistance by performing reception duties, responding to public and/or internal inquires;
- Assist with filing, conduct research, and input data
- Minor building/vehicle maintenance repair
- Minor carpentry duties
- Assist in maintaining the community garden/farm/livestock

**ESSENTIAL QUALIFICATIONS** (Include the month and year you started and ended a job when you list your work experience. This allows us to accurately calculate the length of time you were in the position.)

- Ability to follow the traditional teachings on the Values and Virtues of life around mental, emotional, spiritual and physical aspects within C/TFN Bool 1 and 2- Family Act;
- Currently enrolled in grade 7-12; or graduated this current year;

## **DESIRED KNOWLEDGE, SKILLS & SUITABILITY**

- Must be willing to learn and work at assigned tasks
- Must be respectful, friendly and kind at all times

## **CONDITIONS OF EMPLOYMENT**

- To be willing to work within C/TFN Departments as assigned
- Sign and abide by C/TFN Code of Ethics
- Participate in all aspects of the Summer Student Employment Program
- Knowledge of C/TFN culture, history, goals, and aspirations or willingness to learn

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**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.
- Applicants must be eligible to work in Canada.
- Job descriptions are available from C/TFN Human Resource Department For more information and to see additional employment opportunities, please visit our website at: [www.ctfn.ca/employment](http://www.ctfn.ca/employment)
- An eligibility list will NOT be established for those who are currently enrolled in 7-12 or graduated the previous year.

**The following placement opportunities are:**

HYH Summer Student	Finance Summer Student
Infrastructure Summer Student	HLNR Summer Student
Farm Summer Student	Capacity Summer Student
H&W Summer Student	Literacy Camp Summer Student
Haa Shagoon Hidi Summer Student	

**Please identify your first and second choice in your cover letter.**

**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](mailto:humanresources@CTFN.ca)