



CARCROSS TAGISH FIRST NATION

PO Box 130. Carcross, Yukon Y0B 1B0

(867) 821-4251

www.CTFN.ca

Employment Opportunity



Job Title:	23-017 Summer Student/Mentorship Coordinator
Department:	Capacity Department
Status:	Summer Student Full time
	May 1, 2023 – August 31, 2023
Salary:	\$30.02 - \$41.16
Closing Date:	April 20, 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

Reporting to the Career Manager, the Summer Student / Mentorship Coordinator (Coordinator) is responsible for planning and coordinating high school and post-secondary summer work placements and programming as well as year around mentorship opportunities. The Coordinator will participate in hiring, evaluating, and supporting students and mentees in their work placements.

DUTIES AND RESPONSIBILITIES

- Assist in the hiring process, including preparing interview questions, interviews, identifying students for positions
- Provide trauma informed, one on one emotional, spiritual and academic support to students and mentees
- Organize wellness and cultural programming relevant to the needs and interests of students and mentees
- Work with department supervisors to address behavioural concerns as needed
- Establish relationships and build trust with students and mentees
- Develop evaluations for summer student and mentorship programs
- Support students and mentees to:
 - Create education / training plans to reach their goals;
 - Complete applications such as; C/TFN funding applications, college and university applications, scholarship, bursary and grant applications.
 - Access resources to help them overcome barriers to education and employment such as; counselling, child care, birth certificates / passports etc.

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.)

- Degree or diploma in Education, Social Work or a related field preferred
- Experience working with youth

DESIRED KNOWLEDGE, SKILLS & SUITABILITY

- Adaptability to cope with a wide variety of situations
- Knowledge and understanding of the impacts of intergenerational trauma and residential school.
- Must be willing to learn and work at assigned tasks
- Must be respectful, friendly and kind at all times
- Knowledge of C/TFN culture, history, goals, and aspirations or willingness to learn

CONDITIONS OF EMPLOYMENT

Must be met before start date

- A Criminal Record Check with Vulnerable Sector
- Must have or be willing to obtain Standard first aid within the first three months of employment
- Valid Driver's License – willingness to upgrade to Class 4 (if necessary)
- Sign and abide by C/TFN Code of Ethics
- Participate in all aspects of the Summer Student Employment Program

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
- 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