



PO Box 130. Carcross, Yukon Y0B 1B0

(867) 821-4251

www.CTFN.ca

Employment Opportunity



Job Title:	#26-31 Executive Director
Department:	Executive Office
Status:	Permanent, Full-Time
Salary:	\$113,070 – \$135,910 (currently under review)
Closing Date:	until filled

This is an in-office position based in Carcross. Please note C/TFN does not provide relocation assistance.

We welcome applications from all qualified candidates. However, priority will be given to C/TFN Citizens, associate members, and Indigenous applicants. If you identify as a C/TFN Citizen, associate members, or Indigenous candidate, please ensure this is clearly stated in your application.

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 to 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.

The Role

Reporting to the Executive Council, the Executive Director is responsible for leading and managing the operations and delivery of programs and services for C/TFN citizens as guided by the strategic direction of General Council and the supervision of Executive Council. The executive director will achieve this goal by: coordinating the strategic planning process for the C/TFN Government; providing advice and recommendations to the Executive Council and other C/TFN governing bodies; overseeing internal and external communications; serving on the Senior Management Team; supervising and providing direction and support to department directors.

The Executive Director is responsible for achieving the administrative and operational goals, objectives and strategic priorities of General Council as directed by the Executive Council in an effective, efficient, and timely manner.

Your Benefits

We are proud to provide a comprehensive benefits package designed to support our employees' financial well-being and professional growth. This includes competitive salaries, a robust RRSP savings plan with employer-paid contributions, and career development opportunities. Employees residing in more than 25kms from Carcross will receive a gas stipend to help offset commuting costs.

Duties and Responsibilities

Reporting directly to Executive Council, the Executive Director provides strategic leadership and operational oversight for all government programs, services, and administrative functions. This role is responsible for ensuring the effective implementation of organizational priorities, directing departmental operations, leading financial planning and budget management, supporting governance and policy development, and providing guidance to senior leadership. The Executive Director serves as a key advisor to leadership, fosters strong relationships with Citizens, government partners, and stakeholders, manages organizational risk, and ensures the delivery of high-quality, accountable, and culturally grounded services that advance the vision and long-term goals of the organization.

Essential Qualifications

- Bachelor's degree in business, Public Administration, Political Science, or related field
- 5-7 years' experience at senior management level
- Experience in administration including report writing and interpretation of complex documents, legislation, and procedures

Additional Qualifications

The ideal candidate is a collaborative and strategic leader with exceptional management, administrative, and relationship-building skills. They possess a strong understanding of First Nation governance, financial management, land claims, self-government agreements, and the cultural, historical, and governance foundations of the Nation. With outstanding communication, analytical, negotiation, and decision-making abilities, they demonstrate sound judgment, professionalism, and discretion when managing sensitive and confidential matters. The successful candidate is an influential leader who can effectively guide teams, foster positive working relationships, and drive organizational excellence while maintaining a strong commitment to accountability, respect, and service to Citizens.

Conditions of Employment

- RCMP Criminal Record with vulnerable sector
- Verification of Education

Applications or any recruitment related inquiries can be directed to erica.couch@ctfn.ca.

Please include the competition name and number in the subject line.