



CARCROSS/TAGISH FIRST NATION

EMPLOYMENT OPPORTUNITY

JOB TITLE: Career Manager

DEPARTMENT: Capacity

STATUS: Temporary 1 Year Term

SALARY: \$74,305 - \$95,525 / Per Annum

CLOSING DATE: Sep 26, 2018

JOB SUMMARY

Under the direct supervision of the Carcross/Tagish First Nation (C/TFN) Director of Capacity Development the Career Manager is responsible for the daily delivery of the C/TFN Post Secondary Education (PSE) program, Transitional Employment (TE) Office, and the Employment, Education and Training office (EETO) programs and services.

QUALIFICATIONS & SKILLS

- Post Secondary Degree/Masters in Education, social Work; or equivalent combination of education and experience;
- Broad knowledge of social issues facing the C/TFN communities and citizens;
- Knowledge of C/TFN culture, history, demographics, goals and aspirations as well as a good knowledge of communities of Carcross, Tagish, Squanga and Whitehorse;
- Knowledge or willingness to implement the Theory of Change concept into the program.
- Manage and supervisory skills
- Strong time management, organization and prioritization skills
- Decision making and conflict resolution skills
- Strong decision-making skills including good judgement
- Ability to work effectively and efficiently, both independently or as part of a team
- Ability to foster a team approach to service delivery
- Well developed oral and written communication skills including presentations, briefings and reporting
- Ability to provide leadership, guidance and advice to clients and staff
- Ability to conduct short and long term planning including the development of goals objectives, priorities, and develop related strategic work plans and budgets
- Ability to develop proposals and seek additional program funding
- Ability to develop, review and evaluate policies related to the program
- Ability to handle stress while meeting deadlines and handling heavy workloads
- Interfacing and communicating with the C/TFN Leadership, staff, citizens and general public in a cross-culture environment(s)

CONDITION OF EMPLOYMENT

- Sign and abide by the C/TFN Code of Ethics
- Must submit to a criminal record check

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 First Nation / Aboriginal citizens on all competitions.

Candidate cover letter / resume should clearly demonstrate 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 11:59PM 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