



PO Box 130. Carcross, Yukon Y0B 1B0
(867) 821-4251
www.CTFN.ca

Employment Opportunity



Job Title: Land Management Board Administrator
Department: Heritage Lands, and Natural Resources
Status: Permanent, Full Time
Salary: \$53,355 - \$73,161

Closing Date: October 7, 2019

JOB SUMMARY

Under the direct supervision of the Carcross/Tagish First Nation (C/TFN) Director of Heritage Lands and Natural Resources (HLNR), the Land Management Board (LMB) Administrator is responsible for planning, developing, implementing and conducting general administrative and office services of the Land Management Board. The LMB Administrator will ensure that Board operations reflect, where possible, life's four stages (child, youth, adult and elder), and will integrate the four elements of the Values and Virtues of Life (mental, emotional, spiritual, and physical). The LMB Administrator must be willing to change with the ongoing evolution of C/TFN circle of governance.

QUALIFICATIONS

- Grade 12 supplemented by a certificate, or higher, in office, business or public administration
- One-year general and related office experience with a demonstrated ability to reliably and independently carry out administrative office duties
- Incumbent must possess critical thinking and problem-solving skill
- Incumbent must possess excellent oral and written communications skills
- Incumbent must also be able to work independently
- Incumbent must be able to work collaboratively as part of a professional team

CONDITIONS OF EMPLOYMENT

- Must undertake a Criminal Records Check
- Requirement for travel to Whitehorse and Carcross and occasionally Yukon communities
- Requirement for valid Class 5 Yukon Drivers License

We encourage all qualified applicants to apply however preference will be given to Carcross/Tagish First Nation citizens on all competitions for C/TFN.

We thank all those who apply and advise that only those selected for further consideration will be contacted.

Please Note:

- No compensation will be given for moving costs and applicants must be eligible to work in Canada.
- Job descriptions are available from GC/TFN Human Resource Department

**PLEASE QUOTE THE COMPETITION TITLE ON YOUR APPLICATION WHEN APPLYING.
APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.**

Apply to:

Carcross/Tagish First Nation
Human Resources Department
Box 130, Carcross, Yukon Y0B 1B0

Phone: (867) 821-4251 Ext 8269

Email: HumanResources@CTFN.ca