



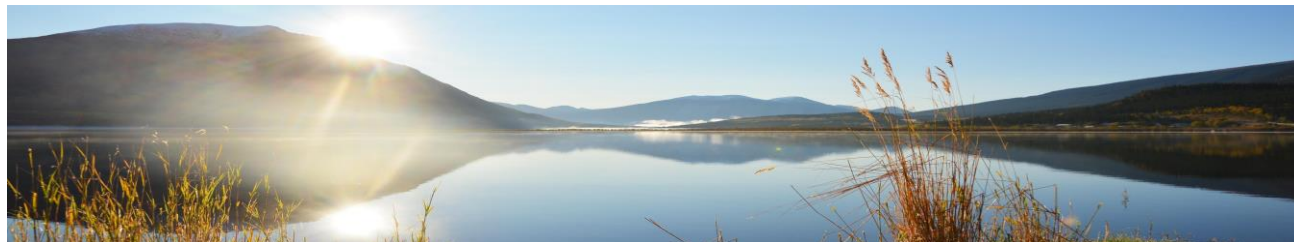
CARCROSS TAGISH FIRST NATION

PO Box 130, Carcross, Yukon Y0B 1B0

(867) 821-4251

www.CTFN.ca

Employment Opportunity



Job Title: Director, Heritage and Culture
Department: Heritage and Culture
Status: Permanent
Salary: \$97,330 - \$114,409

Closing Date: ~~Extended Closing Date~~ – September 17, 2020

JOB SUMMARY

Reporting to the Senior Director of Operations and Executive Council, the **Director, Heritage and Culture**, directs, implements, and evaluates a wide variety of programs, projects, and initiatives related to C/TFN heritage and culture. The Director, Heritage and Culture is responsible for developing and maintaining culturally responsible programs and services that enhance and assert values and principles intrinsic to Carcross/Tagish heritage and culture.

RESPONSIBILITIES

- With direction from Executive Council and Elders Council, responsible for overseeing the long-term vision relating to heritage and cultural preservation for Carcross/Tagish First Nation, including developing and carrying out strategic plans to reach these goals.
- Overseeing the long-term preservation of C/TFN's cultural assets, including language, archival records, artifacts, and art.
- Develops planning and programming to proactively promote and provide access to C/TFN language and historical assets.
- Work closely with organizations, associations, other First Nations, and Federal and Territorial government funding agencies to maintain and develop effective partnerships and agreements including new funding opportunities.
- Act as a trusted and knowledgeable advisor, resource and catalyst to advance strategies for cultural inclusion in the community.
- Providing support and direction to internal and external requestors, including staff, educators, authors, institutions and the general public.

- Manages the day to day activities of the Heritage and Culture Department, including developing and managing the associated budget, recruitment, supervision, training and performance management of staff to ensure the efficient and effective delivery of services.

QUALIFICATIONS

- Bachelor's Degree in Business, Public Administration, Education, Language or related
- 5-7 years of applicable experience working in education, language, or related
- 5+ years' experience at senior management level
- Experience in administration including report writing and interpretation of complex documents, legislation and procedures
- Knowledge of C/TFN governance structure, processes and philosophies, history and culture
- Excellent verbal and written communication and presentation skills
- Strong ability to exercise sound judgment
- Ability to engage staff at all levels of the organization
- Ability to work with and manage confidential information and use independent judgment
- Demonstrated experience and skills in leading projects through the project life cycle
- Strategic thinker with the ability to develop and execute short-term and long-term goals and objectives, while still able to manage and administer day-to-day HR operations
- Experience supervising employees
- Excellent interpersonal communication skills including oral, written and presentation
- Completion of Peacemaking Circle Training is encouraged and will be considered an asset

CONDITIONS OF EMPLOYMENT

- RCMP Criminal Record Check
- Valid class 5 Yukon driver's license
- Must be willing and able to travel both in and outside of Yukon

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 C/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