



PO Box 130. Carcross, Yukon Y0B 1B0  
(867) 821-4251  
[www.CTFN.ca](http://www.CTFN.ca)

## Employment Opportunity



<b>Job Title:</b>	<b>#25- 212 Land Management Board Administrator</b>
<b>Department:</b>	Heritage, Lands, and Natural Resources
<b>Status:</b>	Permanent, Full-Time
<b>Salary:</b>	C/TFN Wage Scale Level 8-9 (\$33.98 - \$43.63p/hr)
<b>Closing Date:</b>	January 10 <sup>th</sup> , 2026.

This posting is to fill one (1) permanent full-time position. This competition will be closing January 10<sup>th</sup>, 2026. Candidates are encouraged not to delay submitting their application. Resumes will be regularly screened until the position is closed.

We encourage all qualified candidates to apply. However, preference will be given to C/TFN Citizens, associate members and Indigenous candidates.

### **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.

## **Your Role**

Under the direct supervision of the Carcross/Tagish First Nation (C/TFN) Director of Lands and Natural Resources (LNR), 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. The LMB Administrator will ensure that, where possible, the work performed reflects life's four stages - child, youth, adult and elder. The LMB Administrator must be willing to change with the ongoing evolution of CTFN circle governance.

## **Your Benefits**

We are pleased to offer a comprehensive benefits package that includes competitive salaries, and ample job opportunities for professional growth. In addition, we provide a gas stipend for those who live more than 25kms from Carcross, and contributions to RRSP's ensuring that you are supported both professionally and personally.

## **Duties and Responsibilities**

The Land Management Boards Administrator responsible for providing dedicated support services to the Director of LNR and Land Management Board which consists of 6 clan appointed members and alternates and one youth represent and for ensuring efficient operation by:

### **Land Management Board Duties:**

- Receiving and responding to requests by way of phone, email, or in person;
- Preparing responses from LMB for outgoing mail;
- Scheduling meetings,
- Booking room and booking cooks (if applicable);
- Inviting board members and/or guests in person or by zoom with meeting date and time;
- preparing agendas and prepare information packages to support LMB discussions, insuring that there are electronic files kept under the department drive;
- Keep attendance records,
- Minute taking with record of action items;

- Administer case files and document decisions and distribute accordingly;
- Provide administrative support to the LMB such as, reviewing case files, writing and preparing forms, filing and ordering supplies;
- Arrange for payment of travel and honorarium for LMB members;
- Manage the LMB Case File Registry and perform data entry functions including Nations Connect monitoring.
- Prepare and finalize the LMB Procedures Manual;
- Ensuring LMB member are assisted for related Board training or interpersonal training.
- Keeping the Director and Executive Assistant of LNR informed and up to date on issues of interest and concern;
- Insuring that How We Walk values and processes are implemented and considered with LMB.
- managing a system for the flow of information and monitoring to ensure issues have been responded to or completed;
- maintaining a high standard of public relations when dealing with C/TFN staff, citizens, members of the public, other governments and interest groups;
- Producing, editing, and coordinating correspondence, reports, and presentations;
- Scheduling appointments and arranging the office calendars for the HLNR Director;
- keeping the Director and Executive Assistant of LNR informed and up to date on issues of interest and concern;

### **Essential Qualifications**

Please submit your resume, clearly highlighting how you meet the qualifications outlined below. Candidates selected for further consideration will be based solely on the information provided in your resume.

- Certificate or diploma in office or business administration or one-year general and related office experience with a demonstrated ability to reliably and independently carry out administrative office duties;
- A combination of relevant work experience and education

### **Desired Knowledge, Skills, and abilities**

- Ability to deal with people and conflict;
- Ability to foster trust and acceptance at the community level;

- Willingness to learn traditional and cultural practices of CTFN as applicable within our government setting;
- Willingness to work within and implement CTFN models, structures and practices; including CKK (Nations Connect Portal) and How We Walk Process;
- Value of participating in creating a learning environment;
- Excellent organizational skills; and
- Punctual and reliable.

**Conditions of Employment:**

- Proof of secondary education (if applicable)
- Valid class 5 Driver's license
- RCMP criminal record check

Please note- there are no relocation costs associated with this position.

Please submit your application by email to [erica.couch@ctfn.ca](mailto:erica.couch@ctfn.ca) with the competition number and name in the subject line before 11:59pm on the closing date.