



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

Employment Opportunity



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| Job Title: | #26-29 Policy Manager |
| Department: | Governance |
| Status: | Permanent, Full-Time |
| Salary: | C/TFN Wage Scale Level 8 (\$47.99-\$60.92p/hr) |
| Closing Date: | June 5 th , 2026 |

This posting is to fill one (1) permanent full-time position. This is a two-week posting and will be closing June 5th, 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 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 and protect our culture, traditions, 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

Reporting to the Director of Governance, the Policy Manager provides strategic leadership, oversight, and coordination of Carcross/Tagish First Nation (C/TFN)'s policy development legislative review, and governance planning functions.

The Policy Manager leads and coordinates policy development across departments, supervises the Policy Analyst, and supports the Director of Governance in advancing organizational priorities, legislative initiatives, and strategic planning. The role plays a key leadership function in strengthening governance systems, supporting informed decision-making, and ensuring policy coherence across C/TFN.

Your Benefits

We are pleased to offer a comprehensive 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

Policy Development & Governance Frameworks

- Lead the planning, development, review, and implementation of C/TFN policies, procedures, and governance frameworks.
- Ensure policy alignment with C/TFN's values and Virtues (mental, emotional, spiritual, physical), circle governance model, and the four stages of life.
- Provide expert advice to departments on policy interpretation, implementation, and compliance.

Research, Analysis, & Legislative Review

- Conduct and oversee qualitative and quantitative research to support policy development, legislative review, and strategic initiatives.

Essential Qualifications

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

- Minimum 5-7 years of experience in policy development, governance, legislative analysis, or public administration
- Experience supervising staff or leading project teams
- Experience working with First Nation governments or Indigenous organizations is an asset

Duties and Responsibilities

- Knowledge of C/TFN traditions, heritage, culture, and governance structures is preferred.
- Advanced ability to supervise, mentor, and support staff in a collaborative work environment.
- Exceptional written and verbal communication skills, including the ability to prepare clear reports, briefing notes, and presentations.
- Deep respect for and willingness to work within C/TFN's cultural, traditional, and governance practices.
- Strong organizational skills with the ability to manage multiple projects, deadlines, and priorities in a fast-paced environment.
- Well-developed analytical and critical thinking skills to navigate complex and sensitive issues.
- Ability to build trust and work respectfully across cultures, maintaining strong working relationships with citizens, staff, and external partners.
- Willingness and capacity to work within and adapt to C/TFN's evolving circle governance model.

Conditions of Employment

- Class 5 driver's license
- Drivers abstract
- Verification of education (if applicable)
- RCMP criminal record check

Please note: relocation will not be provided with this position.

Please submit your resume with the competition name and number to erica.couch@ctfn.ca before June 5th, 2026.