



## CARCROSS TAGISH FIRST NATION

PO Box 130. Carcross, Yukon Y0B 1B0

(867) 821-4251

[www.CTFN.ca](http://www.CTFN.ca)

# Employment Opportunity



<b>Job Title:</b>	<b>Summer Student Workers</b>
<b>Department:</b>	C/TFN Respective Departments
<b>Status:</b>	Full Time-Temporary
<b>Salary:</b>	C/TFN Wage Scale Level A (\$17.20 - \$20.68)
<b>Closing Date:</b>	June 1, 2024

### **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 and 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.

### **JOB SUMMARY**

Under the direct supervision of the Respective Department Supervisor, the Summer Student's will be placed in various departments within C/TFN and will complete various daily/weekly tasks given to them in a timely manner.

### **DUTIES AND RESPONSIBILITIES**

- Prepare & organize correspondence, perform data entry and work processing functions.
- Provide customer service assistance by performing reception duties, responding to public and/or internal inquiries.
- Assist with filing, conduct research and input data.
- Minor building/vehicle maintenance repair.
- Minor carpentry duties.
- Assist in maintaining the community garden/farm.

### **ESSENTIAL QUALIFICATIONS**

- Currently enrolled in grade 7-12; or graduated this current year.

### **DESIRED KNOWLEDGE, SKILLS & SUITABILITY**

- Knowledge of C/TFN Culture, history, goals and aspirations or willingness to learn.

### **CONDITIONS OF EMPLOYMENT**

- Sign and abide by C/TFN Code of Ethics.
  - Participate in all aspects of the Summer Student Employment Program.
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We encourage all qualified candidates to apply however preference will be given to C/TFN Citizens, associate members and indigenous candidates.

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

**Please Note:**

- No relocation costs are associated with the position.
- PLEASE QUOTE THE COMPETITION NUMBER & TITLE ON YOUR APPLICATION WHEN APPLYING.

APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.

Apply to: [humanresources@CTFN.ca](mailto:humanresources@CTFN.ca)