



## CARCROSS TAGISH FIRST NATION

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

# Employment Opportunity



**Job Title:** #24-009 Acting Career Manager  
**Department:** Capacity Development  
**Status:** Full Time Term (Starting ASAP – September 30, 2025)  
**Salary:** C/TFN Wage Scale Level 12-13 (\$44.32 - \$56.97/hr)  
**Closing Date:** Until filled

### **CARCROSS/TAGISH FIRST NATION MISSION STATEMENT**

The Carcross/Tagish First Nation is mandated to protect the environment, health, 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 Carcross/Tagish First Nation (C/TFN) Director of Capacity Development, the Career Manager is responsible for the daily delivery of the C/TFN Post Secondary Education (PSE) program, Transitional Employment (TE) Office, and the Employment, Education and Training office (EETO) programs and services.

### **DUTIES AND RESPONSIBILITIES**

The Career Manager is responsible for the daily delivery of education, employment and training program and services through:

- Working with staff, C/TFN Education Advisory Committee (EAC), clients and students.
- Administering, evaluating reporting and management of; the Indigenous Skills and Employment Strategy (ISETS) and C/TFN Transitional Employment and Post Secondary Education programs; Labor Market Agreement.
- Providing quality education/employment/training support and opportunities for community members.
- Working with outside schools, institutions, employers/businesses, (i.e Department of Education, Human Resource Development Canada (HRC) Yukon Government, Labor Market Strategy) and others to develop competencies, knowledge, and skills of Participants toward a vibrant work force.
- Organizes training events and professional development initiative.
- Developing and supervising the delivery of strategies which address school/employment readiness and transition.
- Strategic planning and policy review with Education Advisory Committee.

- Records and file management (programming records, educational correspondence)
- Ensures maintenance of library of employment and training related information, career opportunities and education facilities.
- Ensures maintenance of complete client file(s) under the ISETS, TE and PSE programs.
- Communication with community members (verbal & contributing to newsletters.)
- Responsible for the management of the Transitional Employment (TE) programs and services in partnership with the Health and Wellness Department.
- Other related duties may be assigned.

## **ESSENTIAL QUALIFICATIONS**

- Post Secondary Degree in Education, Social Work, or equivalent combination of education and experience.
- Broad knowledge of social issues facing the C/TFN communities and citizens.

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

- Knowledge of C/TFN culture, history, demographics, goals, and aspirations as well as a good knowledge of communities of Carcross, Tagish, Squanga and Whitehorse.
- Demonstrated management and supervisory skills.
- Decision making and conflict resolution skills.
- Ability to work effectively and efficiently, both independently and as part of a team.
- Well-developed oral and written communication skills including presentations, briefings, and reporting.
- Ability to conduct short- and long-term planning including the development of goals, objectives, priorities and develop related strategic work plans and budgets.
- Ability to develop, review and evaluate policies related to the program.

## **CONDITIONS OF EMPLOYMENT**

- Verification of Post Secondary Degree in Education, Social Work, or equivalent combination of education and experience.
- Valid Criminal Records Check with Vulnerable Sector Check.
- Valid Class 5 Driver's license.
- Current driver's abstract.

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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)