



CARCROSS TAGISH FIRST NATION

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

Employment Opportunity



Job Title:	#24-032 Director of Heritage and Culture
Department:	Heritage and Culture
Status:	Permanent Full-Time
Salary:	C/TFN Wage Scale Level 16 (\$58.05 - \$69.77/hr)
Closing Date:	Open until filled

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

Reporting to the Executive Director and Executive Council, the Director of Heritage and Culture directs, implements, and evaluates a wide variety of programs, projects, and initiatives related to C/TFN heritage and culture. The Director of 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.

DUTIES AND RESPONSIBILITIES

- With direction from Executive Council and Elders Council, responsible for overseeing the long-term vision relating to heritage and cultural preservation, presentation, and education for Carcross/Tagish First Nation, including developing and carrying out strategic plans to reach these goals.
- Manages the day-to-day activities of the Heritage and Culture Department, including developing and managing the budget, recruitment, supervision, training, and performance management of staff to ensure the efficient and effective delivery of services.
- Overseeing the long-term preservation of C/TFN's cultural assets, including language, archival records, artifacts, and art in accordance with responsible heritage resource management principles.
- Develops plans and programming to proactively preserve, educate and promote the language and heritage of C/TFN's people.
- Organizes the presentation of cultural practices through events, performances, exhibitions, workshops, and classes.
- Work closely with organizations, associations, other First Nations, Federal and Territorial government funding agencies to maintain and develop effective partnerships and agreements.
- Act as a trusted and knowledgeable advisor, resource, and catalyst to advance strategies for cultural inclusion in the community.

- Is a member of Management Board, participates in bi-weekly MB meetings, actively participating in the administration of C/TFN in accordance with the circle of governance.
- Oversees and manages traditional pursuits.
- Providing support and direction to internal and external requests, including staff, educators, authors, institutions, and the public.

ESSENTIAL QUALIFICATIONS

- BA in Business, Public Administration, Education, Language, Indigenous Studies, History, or related field.
- Indigenous Studies, History
- 5-7 Years applicable experience working in Education, Language, or related field.
- 5+ years' experience at senior management level.
- Experience in administration including report writing and interpretation of complex documents, legislation, and procedures.

DESIRED KNOWLEDGE, SKILLS & SUITABILITY

- 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 speak, write, and understand Tlingit and/or Tagish languages.
- 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 operations.
- Experience supervising employees.
- Excellent interpersonal communication skills including oral, written and presentation.

CONDITIONS OF EMPLOYMENT

- Verification of BA in Business, Public Administration, Education, Language, Indigenous Studies, History, or related field.
- Current Criminal Records Check.
- Valid Class 5 Yukon Driver's License.
- Current Driver's Abstract.

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.**
- A full job description can be found here:
<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:8b92a5ea-ced4-4bb9-91f6-2d6f737ee197>
- **PLEASE QUOTE THE COMPETITION NUMBER & TITLE ON YOUR APPLICATION WHEN APPLYING.**

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

Apply to: humanresources@CTFN.ca