



huu ay aht

ANCIENT SPIRIT, MODERN MIND

## Huu-ay-aht First Nations Employment Opportunity

**Full-Time Term Position:** Deputy Law Clerk

**Term:** 1 Year (Backfill for Leave)

**Location:** Port Alberni Government Office

**Salary Range:** \$50,000 - \$60,000

**Reports To:** Law Clerk

### Job Summary:

The Deputy Law Clerk supports the Law Clerk and Huu-ay-aht First Nations Government in the effective administration of governance processes, records, and official communications. This role helps maintain accurate and organized governance records, supports meeting and election administration, and ensures official documents are prepared, managed, and distributed in a timely and professional manner. The Deputy Law Clerk is expected to maintain strict confidentiality and neutrality, while supporting a coordinated and performance focused administrative environment that aligns with HFN values, culture, and business goals.

### Key Accountabilities:

- Designing, implementing, and sustaining a registry of key governance documents.
- Designing, implementing and sustaining a communication and correspondence management framework.
- Designing, implementing and sustaining a consistent and coordinated system of administrative tools, policy development, records management; and correspondence.
- Maintaining confidentiality and neutrality at all times.
- Promoting a performance-focused environment in alignment with the HFN's values, culture and business goals.

### Job Duties:

- Participate in the administration of HFN elections as directed by the Executive Director or Law Clerk, including ballot preparation and distribution, appointment and training of election officers, and the tabulation and certification of results.
- Records and edits the minutes of meetings and distributes to appropriate officials or staff members.
- Issues public notification of all official activities or meetings.
- Maintains and updates documents, such as laws, land use plans or policies.
- Prepares meeting agendas or packets of related information.

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**Office:** Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555/ 250.728.3414 Fax: 250.728.1222

**Mail:** Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646



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- Prepares ordinances, resolutions, or proclamations so that they can be executed, recorded, archived, or distributed.
- Responds to requests for information from the public, other municipalities, government officials, or provincial and federal legislative offices.
- Researches information in the municipal archives upon request of public officials or private citizens.
- Represents HFN at community events or serves as liaisons on community committees.
- Plans and directs the maintenance, filing, safekeeping and computerization of all HFN documents.

#### **Operational Requirements:**

- Valid class 5 driver's licence.
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends.
- Successful background check, including employment verification, reference checks, credit inquiries and education/credential verification.

#### **Education and Experience Requirements:**

- Demonstrated ability and experience in upholding the HFN organizational Values: *Professionalism, Respect, Health, Effective Communication, Trust, Support*.
- University degree in public administration, business administration or related field.
- 3+ years experience in corporate, government, or board administration, ideally in a First Nations government environment.
- Demonstrated and successful experience planning, organizing, managing and communicating activities.
- Ability to build rapport and use a participative approach within a team environment.
- Excellent organization and problem-solving skills.
- Excellent oral and written communication and presentation skills.
- Ability to promote a performance-focused environment in alignment with the HFN's values, culture and business goals.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted.

Please email your covering letter & resume to [HR@huuayaht.org](mailto:HR@huuayaht.org) by fax 250-728-1222 or mail attn: Human Resources Manager, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4. Please quote Deputy Law Clerk Job Posting by March 26, 2026.

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**Vision** - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

**Mission** - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

### **Huu-ay-aht First Nations Values**

#### **PROFESSIONALISM**

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

#### **RESPECT**

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- lisaak
- Observe protocol and ceremony

#### **HEALTH**

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh

- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

#### **EFFECTIVE COMMUNICATION**

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

#### **Trust**

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

#### **SUPPORT**

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other