huu ay aht

ANCIENT SPIRIT, MODERN MIND

Employment Opportunity

Position	Human Resources Specialist
Location	Port Alberni and Anacla Government Offices; regular travel between offices
Role Type	One permanent, full-time position; 37.5 hours per week
Reports to	Director of Human Resources and Administration
Salary Range	$75,000 - $85,000

FUNCTION AND JOB SUMMARY

Huu-ay-aht First Nations (HFN) is seeking a Human Resources Specialist to provide practical HR services to employees and managers. Reporting to the Director, this role coordinates recruitment and employment processes, supports employee relations, and strengthens HR systems, policies, reporting and workforce development across HFN.

KEY ACCOUNTABILITIES

- Coordinate recruitment from job descriptions and postings through interviews, references, employment documents, onboarding and exit interviews.
- Provide practical HR advice to managers and employees on attendance, leave, performance, workplace concerns and policy application.
- Support employee relations matters, including impartial fact-finding, workplace accommodations and return-to-work planning.
- Support UKG Ready, resolve HR workflow and data issues, test changes, and deliver employee and manager training and job aids.
- Administer and manage employee benefits programs, including health insurance, retirement plans and paid time off.
- Coordinate HFN’s Youth Summer Employment Program, including recruitment, onboarding, participant engagement and program feedback.
- Develop and update HR policies, procedures, forms and manager tools; communicate and implement approved changes.
- Maintain confidential records and coordinate employee changes, benefits and pension matters with Payroll and Finance.
- Prepare HR metrics and leadership reports; support workforce planning, organizational changes and Huu-ay-aht Citizen employment pathways.
- Coordinate learning, training funding and assigned workforce projects; support workplace wellness and employee engagement.
- Provide accurate and timely HR support, including documentation, reporting, filing and database management.
- Assist with communication, interpretation and upkeep of the employee handbook, employee directory and organization chart.

OPERATIONAL REQUIREMENTS

- Valid class 5 driver's license.
- Required to work in Anacla (Bamfield) Government Office 1 to 2 days per week.
- Willingness and ability to work overtime and travel as needed, including evenings, weekends and overnight stays.
- Successful background checks, including employment verification, reference checks, and education/credential verification.
- Maintain confidentiality and exercise discretion when handling employee matters.

EDUCATION AND EXPERIENCE REQUIREMENTS

- A diploma or degree in human resources, business administration or a related field, or an equivalent combination of education and relevant experience.
- At least three years of progressive HR generalist experience, including recruitment, employee relations, HR documentation and manager support.
- Experience using an HR information system and maintaining accurate employee records.
- Proficiency with Microsoft 365 applications, including Teams and intermediate Excel skills, as well as social medial tools/platforms.

Assets

- Experience with UKG Ready, HR system implementation or process improvement.
- Experience working with a First Nations government or organization, and understanding of Huu-ay-aht governance and community context.
- CPHR designation or progress toward it; experience with benefits, pension, workforce reporting, training or funding administration.

KNOWLEDGE SKILLS AND ABILITIES

- Sound HR judgment, discretion and the ability to handle sensitive matters fairly and confidentially.
- Practical knowledge of the Canada Labour Code and ability to apply HFN laws, policies and other requirements relevant to the work.
- Knowledge of human resources processes and best practices, with a proactive approach to identifying needs and taking initiative.
- Ability to promote a performance-focused environment aligned with HFN's values, culture and organizational goals
- Strong organizational skills, attention to detail, resourcefulness and the ability to adapt to changing priorities as demands dictate.
- Excellent interpersonal and presentation skills, with strong oral and written communication abilities.

HOW TO APPLY

Apply with a cover letter and resume to Human Resources at hr@huuayaht.org. Please include Human Resources Specialist in the subject line.

Application deadline: December 4th, 2026 at 5pm PT

Hiring preference will be applied in accordance with HFN policy, with preference for qualified Huu-ay-aht Citizens, followed by other qualified First Nations applicants.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Vision - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. Iisaak 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
- Iisaak
- 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