



Tseshaht First Nation Employment Opportunity

HUMAN RESOURCES COORDINATOR

The Tseshaht First Nation Administration Office is now accepting applications for the position of **Human Resources Coordinator**. The job is based out of Port Alberni, BC on beautiful Vancouver Island.

POSITION SUMMARY

The HR Coordinator provides guidance and support on HR matters including recruitment, on-boarding, employee relations, and performance appraisals. Reporting to the Executive Director, this role plays a key part in ensuring efficient and effective operations for Tseshaht First Nation.

PRIMARY/CORE RESPONSIBILITIES

Performs all duties and responsibilities in accordance with Tseshaht and program specific policies, standards, practices, and procedures, as directed by the Executive Director:

- Coordinate recruitment and on-boarding processes
- Assist with employee relations and support for performance appraisals
- Advise and support Tseshaht Staff on HR policies and procedures
- Collaborate with HR Advisory committee on HR related matters (recruitment, policy updates, job descriptions, etc.)
- Perform HR administrative tasks (meeting prep for HR Advisory Committee meetings, prepare HR related documents)
- Assist in the delivery of staff training programs
- Assist/advise on policy updates
- Ensure WorkSafe BC Compliance and support OHS committee.

QUALIFICATIONS

Training, Education and Experience

- Certificate or Diploma in human resources
- 3-5 years of relevant work experience
- Must have reliable internet/phone service.
- Excellent interpersonal and communication skills with a high level of professionalism.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Strong problem-solving skills with the ability to make sound decisions based on analysis and judgment.

Knowledge, Skills and Abilities

- Knowledge of Tseshaht community and culture is an asset.
- Well-developed time management and organizational skills; able to plan, implement, follow up and trouble-shoot on numerous tasks of varying degrees of complexity and importance—including under stressful or challenging circumstances.

Hiring organization

Tseshaht First Nation

Employment Type

Part-time, 1 year term with possible extension

Job Location

Hybrid, work from home with some office hours
5091 Tsuma-as Dr.,
Port Alberni, BC, V9Y 8X9

Working Hours

Part-Time, 0.6 FTE

The majority of hours will be scheduled during regular business hours (Monday to Friday, 8:00 AM – 4:30 PM)

Occasional evening hours will be required to accommodate scheduled meetings.

Wage Range

\$32-35

Benefits

Group Insurance Benefits (after 3 months)

Date Posted

June 26, 2026

Closing Date

July 20, 2026

- Demonstrated leadership skills; able to foster a team approach, be flexible and adaptable to working effectively with TFN Departments.
- Good verbal and written communication skills.

HOW TO APPLY

Submit a cover letter, resume and three (3) current references to:

Tseshah First Nation, Attention: Executive Director
by mail: 5091 Tsuma-as Drive, Port Alberni BC, V9Y 8X9; or
by email: apply@tseshaht.com