



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Position: Project Coordinator

Reports to: Director of Law, Policy and Treaty Implementation

Location: Port Alberni and Anacla Government Offices

Salary Range: \$50,000.00 - \$60,000.00

Term Position: 4 years with possible extension

Budget: \$250,000.00

Position Summary:

The Project Coordinator is the operational lead for the day-to-day management research, guidance, support, logistics and advice on the Huu-ay-aht Tribunal Process Review Project. The position will be the main contact for researching, conducting trauma-informed confidential interviews, data analysis, organizing workshops and meetings, community engagement sessions and providing reports for the four-year Tribunal Process Review project funded by the Law Foundation of BC.

Job Duties:

- Strategically analyze, evaluate, and manage complex items and initiatives and provide timely strategic advice to the Project Lead.
- Prioritize, multitask, and organize working groups, meetings, etc. with multiple participants.
- Interact and work cooperatively with partners at the community level, government level, and peer levels to incorporate their knowledge, information, and data into the project.
- Use logic, judgment, and data to evaluate options and develop potential solutions that meet the needs of the project.
- Communicate respectfully and effectively, both orally and in writing, to multiple levels of government, community gatherings, and committees.
- Provide financial support to the Project Lead to ensure timely submissions of expenses.
- Administer the Advisory Circle that has been established to provide oversight of the project, including but not limited to minutes, distributions of materials, organizing venues for meetings, and doing meeting invites.
- Conduct Traditional Knowledge interviews, Tribunal related interviews, analyze interview data, legal documents compiling interview materials, and records, and ensuring the protection of the information.
- Support Project Lead on all Community Engagement sessions and Community updates.
- Support the Project Lead on all reporting requirements for the project funding.

Education & Experience:

- Graduation from a recognized university with a degree or certificate in Indigenous law, Indigenous Governance, Administration, OR an acceptable combination of education, training, traditional knowledge and/or experience.
- Trauma-informed training in communication techniques.
- Research experience using qualitative data collection and analytic techniques.

- Knowledge of university requirements for ethical research or researching for First Nations governments.
- Ability to work independently with limited supervision.
- Experience in representing or working with a First Nations government administration, or communities in situations requiring sensitivity and strong conflict resolution skills.
- Experience in preparing operational agreements, policy development, reports, and briefing notes.
- Coordination and adaptation of diverse views and conflicting understandings
- Representation or participation in working groups, committees, or cooperative or consultative boards in cross-cultural settings.

Operational:

- Class 5 Drivers license.
- Some travel, including overnight and/or weekends.
- Willingness to follow HFN Human Resource Values and HFN Principles
- Willingness and ability to work overtime, including evenings and weekends.
- Successful background checks, including employment verification, reference checks, and education/credential verification.
- Willingness to work in both HFN locations; Anacla (Bamfield) and Port Alberni Offices; Company vehicle provided for travel between offices.

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 by fax 250-728-1222. Please quote Research Coordinator Job Posting. Closing date for this position is July 9, 2025, at 4:00 pm

