



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Huu-ay-aht First Nations Employment Opportunity

Full-Time Permanent Position: Strategic Initiatives Manager

Location: Port Alberni or Anacala (with potential for hybrid)

Salary Range: \$82,000 – \$98,000 annually (commensurate with experience)

Reports To: Economic Development Officer (EDO)

Position Summary

The Strategic Initiatives Manager is a management position within the Huu-ay-aht First Nations Economic Development Department. This role is responsible for advancing high-priority strategic initiatives that support long-term economic growth, diversification, and self-reliance. Working under the legislative and strategic oversight of the Economic Development Officer (EDO), the Manager plays a key role in identifying and assessing new opportunities, coordinating internal and external stakeholders, developing feasibility studies and business cases, and supporting the early-stage implementation of approved projects. The position acts as a critical connector between strategy and action, ensuring that project opportunities align with Huu-ay-aht's vision, sacred principles, and economic development plan.

Key Responsibilities

- Conduct research and analysis to identify emerging economic development opportunities aligned with Huu-ay-aht's Strategic plan, Four-Year Economic Development Plan, and sacred principles.
- Develop feasibility assessments, business cases, and risk analyses to support the advancement of new projects and ventures.
- Coordinate early-stage planning and implementation of approved initiatives, including procurement support, funding applications, consultant engagement, and interdepartmental collaboration.
- Liaise with internal departments (e.g., Lands, Infrastructure, Finance) and external partners (e.g., consultants, funders, industry, other Nations) to ensure strategic, legal, and financial alignment.
- Monitor policy, economic, and market trends to inform long-term project planning, investment readiness, and partnership opportunities.
- Support the development of meaningful and sustainable business partnerships that reflect HFN's economic and cultural priorities.
- Prepare and present professional reports, briefing notes, and presentations to senior leadership and Council; maintain tools to track performance indicators and project outcomes.

Office: Anacala Government Office, 170 Nookemus Road, Anacala, 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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- Ensure all activities comply with the Economic Development Act, Governance and Fiscal Agreement, and HFN's internal governance processes.
- Assist the EDO with departmental planning, cross-functional coordination, and oversight of complex strategic initiatives as required.
- Research and prepare funding applications, grant proposals, and investment packages to support strategic economic development initiatives, ensuring alignment with program criteria and organizational priorities.

Qualifications

Education & Experience

- Post-secondary degree in Business Planning, Public Administration, Economic Development, or a related field.
- Minimum 3 years of relevant experience in Indigenous economic development, strategic project planning, or multi-stakeholder coordination or equivalent.
- Experience conducting feasibility studies, preparing business plans, and supporting new ventures is strongly preferred.
- Experience working within First Nations government structures and with Treaty Nations is an asset.

Skills & Competencies

- Strong strategic planning and project coordination skills.
- Excellent writing, communication, and presentation abilities.
- Deep understanding of Indigenous governance systems and interdepartmental collaboration.
- Ability to manage multiple priorities, meet deadlines, and adapt to changing circumstances.
- Knowledge of funding programs, investment tools, and government procurement processes.

Personal Attributes

- Demonstrates sound judgment, initiative, and professionalism.
- Promoting a performance/focused environment in alignment with Huu-Ay-Aht values, culture, and strategic goals.
- Upholding HFN organizational values: Professionalism, Respect, Health, Effective Communication, Trust and Support.
- Committed to Huu-ay-aht values including ?iisaak (respect), ?uu?aluk (taking care of), and hišuk ma cawak (everything is one).
- Collaborative, culturally grounded, and community-oriented.
- Eager to contribute to a high-impact, nation-building environment.

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Operational Requirements

- Willingness to travel within the territory and region as required.
- Occasional evening and weekend work may be required.
- Valid Class 5 Driver's License.
- Satisfactory criminal record check.
- Successful reference checks and educational/credential verification.

Benefits Highlights

HFN offers a strong total rewards package designed to support your health, time with family, and long-term wellbeing, including:

- Paid time off: up to 2-3 weeks annual leave to start (as per policy/years of service).
- Holiday closure: up to 2 weeks holiday leave if applicable (as scheduled/announced each year).
- Statutory holidays: up to 15 paid statutory holidays (as per HFN holiday schedule).
- Family / personal leave: up to 5 days per calendar year for eligible family/urgent obligations (as per policy/Canada Labour Code).
- Health & dental coverage: medical and dental benefits through Canada Life (eligibility as per plan).
- Life insurance (Canada Life): Basic Life = 2x annual earnings (max \$300,000; reduces by 50% at age 65). Dependent Life: spouse \$10,000; child \$5,000.
- Pension: employer-supported retirement plan through Manulife (details shared during onboarding / as per plan).

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 or mail attn: Human Resources Manager, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4.

In your application, please quote Strategic Initiatives Manager Job Posting. Open competition until the position is filled.

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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

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