



Job Opportunity

Position	Human Resources and Contracts Manager
Department	Administration
Supervisor	Chief Administration Officer (CAO)
Wage / Salary Range	\$80,000 - \$90,000 per year
Status	Permanent, Full-time
Location	Taku River Tlingit First Nation (TRTFN), Atlin, BC
Closing Date	Until Filled

POSITION SUMMARY

The Human Resources and Contracts Manager is a senior member of the Administration Department at the Taku River Tlingit First Nation (TRTFN). Reporting to the Chief Administrative Officer (CAO), this position provides leadership in human resources, contract management, and general administration, while mentoring junior administrative staff.

The Manager is responsible for overseeing all aspects of recruitment, performance management, training coordination, and HR policy development. The role also ensures compliance in contract administration, supervises the Contracts Coordinator, and monitors contract lifecycles from initiation through renewal or close-out. In addition, the position supports administrative functions such as records management, policy research, correspondence, and participation in Clan Director Council meetings.

This position plays an important role in fostering a culturally respectful, inclusive, and supportive workplace that upholds Tlingit values and Human Rights, while ensuring organizational policies, finance guidelines, and legal obligations are consistently met.

ABOUT THE TAKU RIVER TLINGIT FIRST NATION (TRTFN) : The TRTFN is situated in its traditional lands in the community of Atlin, British Columbia. TRTFN is governed through the adoption of a traditional Tlingit clan system of governance and is moving forward as the responsible decision makers of their territorial lands and waters. The TRTFN territory covers over 40,000 sq/km and includes what is now known as British Columbia, Yukon, and Alaska/US. Its territory contains high mountains, expansive forests rich with wildlife and salmon filled wild rivers. As responsible decision makers, TRTFN is embarking on a course necessary to ensure the continuation and advancement of its rights and interests in all matters impacting the traditional territory. This will assist TRTFN in ensuring the preservation of what is Tlingit.

LIVING IN ATLIN: Atlin is a small community of about 470 people in northwestern British Columbia, located on the eastern shore of Atlin Lake (Áa Tlein in Tlingit, meaning “big body of water”). Surrounded by mountains and connected to the Yukon by a hard-surfaced, all-season road, Atlin combines natural beauty with a close-knit community lifestyle. The town offers essential services, including grocery stores, a post office, government agent, nursing station, RCMP detachment, churches, a K–12 public school with small class sizes, day care, volunteer fire department, museum, marina, small airport, parks, playgrounds, laundromat, gas stations, restaurants, and accommodations. Communication is available through landline, satellite, fibre optic, and cell service. Residents enjoy affordable, family-oriented living with access to a wide range of activities such as fishing, hiking, camping, canoeing, kayaking, snowmobiling, hunting, boating, skiing, and mountain biking. Living within the traditional territory of the Taku River Tlingit First Nation (TRTFN) also provides opportunities to learn about Tlingit culture and traditions while exploring the many adventures the territory has to offer.

WORK THAT MATTERS: You are passionate about improving outcomes for First Nations people. You enjoy working as part of a team and can deliver individual results. You thrive in an environment which allows you to make a high impact towards the future of a First Nation Community.

DUTIES AND RESPONSIBILITIES

Human Resources Manager Duties:

- Lead all recruitment functions for TRTFN, including posting advertisements, arranging interviews, drafting interview questions, requesting security and reference checks, ensuring standard job descriptions are in place, and confirming funding and coding for positions.
- Ensure HR policies, orientation materials, and forms are current, accessible, and up to date for managers and staff.
- Support managers and supervisors with performance management by maintaining schedules, ensuring salary increases are applied consistently, and confirming budget capacity.
- Supervise the Training Coordinator in planning and delivering training sessions and seminars.
- Maintain organized and confidential personnel files for all employees and contractors.
- Collaborate with the Chief Administrative Officer (CAO) and managers to promote a Tlingit culturally sensitive workplace that is inclusive, upholds Human Rights, and addresses any incidents of lateral violence or harassment through the TRTFN grievance process.
- Respond to internal and external HR-related inquiries and requests.
- Prepare and contribute to HR program development proposals, where applicable.

- Provide assistance with payroll administration.
- Draft correspondence, advertisements, and other HR- and contract-related documents.
- Perform other related duties as required.

Contracts Manager Duties:

- Ensure all contracts comply with Finance Policy guidelines, including tendering requirements, signing authorities, and alignment with federal, provincial, and local laws, as well as organizational policies and objectives.
- Supervise the Contracts Coordinator in their duties.
- Monitor service contract lifecycles, including renewals, extensions, amendments, and close-outs.
- Draft, review, and negotiate contracts, bids, proposals, and requests for proposals (RFPs) as required.
- Identify and address potential breaches, update agreements as required, and implement process improvements to strengthen compliance and reduce risk.

General Administrative Duties:

- Word processing correspondence, memorandums, documentation, etc., from written or oral instruction using various software programs.
- Conducting policy and related research using various software applications and producing tables, charts, and documents as required.
- Filing using standardized filing practices.
- Attend CDC meetings (regular and in-camera) when necessary.
- Other related duties as required.

Supervisory:

This position is responsible for supervising the Contracts Co-ordinator.

EDUCATION

- Bachelor's degree in Human Resources, Business Administration, Commerce, or a related field.
- Completion of a recognized Human Resources designation (e.g., CPHR) is preferred.
- An equivalent combination of education and experience may be considered.
- Minimum 2 years of experience as an HR Manager, or an acceptable combination of education, training, and/or experience.
- Experience in Indigenous Government(s) and/or public sector is preferred.

KNOWLEDGE

- Knowledge of Indigenous cultures, traditions, and systemic issues impacting Indigenous peoples, as well as the political and administrative structures of Indigenous governments in Canada.
- Knowledge of contracting, negotiations, and change management practices.

- Knowledge of labour law and employment equity regulations.
- Knowledge of effective management techniques and labour relations practices, including employee selection, training, coaching, mentoring, and evaluation.

SKILLS & ABILITIES

- Excellent interpersonal, communication, and presentation skills.
- Strong oral and written communication, with the ability to interpret and develop complex information.
- Effective problem-solving, critical thinking, and analytical skills.
- High level of integrity, confidentiality, and accountability.
- Strong organizational skills with the ability to manage multiple tasks in a fast-paced environment.
- Proficiency in MS Office Suite for document preparation, data management, reporting, and quality tracking.
- Demonstrated ability to plan, prioritize, and execute work effectively.
- Ability to remain calm and professional under pressure, with well-developed negotiation, conflict resolution, and people management skills.
- Positive work ethic, strong team orientation, and a diplomatic approach to collaboration.

TRAINING REQUIRED

All employees are expected to participate in employer-provided training. Topics include but not limited to:

- Trauma Informed Care
- Lateral Kindness
- Workplace Harassment and Violence prevention
- WHMIS

CONDITIONS OF EMPLOYMENT

- Class 5 driver's license and a clean driver's abstract.
- Acceptable Criminal Record Check and Vulnerable Sector Check (RCMP Clearance) mandatory.
- Acceptable Professional Employment References

WORKING CONDITIONS

- Primarily office-based, with regular use of desktop computers and office equipment.
- Standard hours are Monday to Friday, 8:30 a.m. to 4:30 p.m.; additional hours may be required from time to time.
- Some duties may be performed remotely, where appropriate.
- Extended periods of screen time and desk work are common.
- Work may be subject to frequent interruptions and shifting priorities.
- May be required to support staff experiencing workplace or personal crises, requiring tact, discretion, and timely response.

- Occasional travel may be required.
- Ability to lift up to 5–10 kg (e.g., files, office supplies).

Benefits: Post probation benefits include extended medical, eyewear, dental, and RRSP matching. Relocation and Housing assistance are available.