



JOB DESCRIPTION

Position	TRTFN Cultural Workforce Inclusion Project Coordinator
Department	Administration
Reports to:	HR Manager
Accountable to:	HR Manager
Status	Term
Wage	\$77,000.00
Location	Atlin, BC - TRTFN Departmental Buildings
Date Created	XX
Date Last Revised	January, 2026
Approved By:	CAO

POSITION SUMMARY

Reporting to the HR manager, the TRTFN Cultural Workforce Inclusion Project Coordinator implements the Cultural Workforce Inclusion project.

The role implements a project that will develop and share TRTFN led cultural workforce inclusion training materials and supports so that employers, partners, and educators can better recruit, retain, and advance TRTFN Citizens in culturally safe workplaces. The project coordinate and supervise the project team to accomplish the project objectives,

DUTIES AND RESPONSIBILITIES

- Supervise and coordinate project contractors and Team to accomplish the project objectives as described in the duties through the term of the project including:
 - ✓ Co-creation of a TRTFN cultural competency curriculum and certificate pathway
 - ✓ Establish an Elder-in-Residence model
 - ✓ Implement an Indigenous Employee Support Program to address workplace barriers and strengthen retention
- Ensure appointment of wolf and Crow Elders and provide support they need to do their mentoring and guidance work.
- Ensure logistics, venue, and space for all project work
- Schedule contract work and set up timelines with contractors to perform all project objectives.
- Provide editing and oversight for development of design/printing for training materials including cultural workforce inclusion curriculum facilitator guide, participant workbook, Tlingitized trauma-informed workplace one-pagers for managers and staff Cultural Competency Certificate)
- Network with all stakeholders to support the project and promote it to interested Citizens in the Nation.
- Complete a final report capturing successes, challenges, and lessons learned for knowledge-sharing.



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Other Duties

- Perform other related project coordination and promotion duties as assigned.

EDUCATION

- Post-secondary education in business administration, public administration, social services and or a minimum of three years of relevant employment, training, or social development experience.

EXPERIENCE & KNOWLEDGE

- Experience working in a First Nation government or not-for-profit administration environment is preferred.
- Knowledge of project and policy development
- Supervisory experience
- Knowledge of contribution agreements, funding mechanisms, and reporting requirements.
- Proficiency in MS Office Suite (Excel, Word, Outlook, Teams).
- Strong organizational, analytical, and time-management skills with attention to detail.
- Ability to maintain confidentiality and handle sensitive financial and personnel information.
- Cultural awareness and respect for Indigenous governance structures and community values.

COMPETENCIES

- High integrity, confidentiality, accountability, and a strong work ethic with a positive team attitude.
- Strong analytical, planning, prioritization, and execution skills with diligence and accuracy.
- Ability to remain calm, professional, and solutions-focused under pressure.
- Well-developed communication, collaboration, and problem-solving skills.
- Demonstrated professionalism, reliability, and attention to detail in all financial practices.

POSITIONS SUPERVISED

- Project consultants and guidance for Elders and knowledge keepers so their logistics are accommodated and roles supported

TRAINING REQUIRED

Employees are all expected to participate in when offered various types of core training, including but not limited to:

- Lateral Kindness
- Trauma Informed Care
- Workplace Harassment and Violence Prevention
- WHMIS 2015

CONDITIONS OF EMPLOYMENT



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The incumbent must:

- Complete a satisfactory Criminal Record Check with Vulnerable Sector Check upon hire and at regular intervals as required by TRTFN.
- Hold a valid Class 5 driver's license.
- Comply with confidentiality and conflict of interest agreements.
- Comply with all workplace policies, including occupational health and safety, harassment, equity, and IT use.

WORKING CONDITIONS

- Venue and office based, involving extensive, project and team oversight, computer and desk work.
 - Hours may include evenings and weekends in addition to regular hours to allow for workshop facilitation..
 - Periodic travel may be necessary.
 - Must be able to lift 5-10 kg (files, office materials).
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Approved by: _____
Chief Administrative Officer

Date: _____

DRAFT