

Employment Opportunity

Tribunal Project Coordinator

Position	Tribunal Project Coordinator
Location	Port Alberni and Anacla Government Offices (preferred) *remote work is possible, with travel as needed
Scope	Term Position: September 1, 2026 (2 years; with possible extension)
Reports to	Tribunal Project Lead and Huu-ay-aht Deputy Law Clerk
Salary/Starting Wage	\$70,000 - \$80,000
Benefits	In accordance with the final employment agreement, employment status, and applicable HFN policy or plan terms
Project Budget:	\$250,000.00
Schedule/Hours	Full-time hours, some possible weekends and overtime

About Huu-ay-aht First Nations

Huu-ay-aht First Nations is a self-governing, modern treaty Nation whose lands are located in the Barkley Sound region on the West Coast of Vancouver Island, at the entrance to Alberni Inlet. The lands and waters making up our traditional territories (ḥaḥuuli) have been occupied by us since time immemorial. Today, Huu-ay-aht citizens number close to 900 and primarily reside around the village of Anacla, the Nation's principal community close to Bamfield, as well as in Port Alberni, the closest population centre. The balance of our citizens live across Vancouver Island, in the Vancouver area, and beyond.

Huu-ay-aht First Nations is a member of the Nuuchah-nulth Tribal Council and one of the five First Nations signatories to the Maa-nulth Final Agreement, the first modern-day treaty to be concluded on Vancouver Island. The treaty came into effect on April 1, 2011, when the five Maa-nulth First Nations' laws came into effect, marking a new era of ownership and self-government. Today, our Nation operates under a "made in Huu-ay-aht" Constitution, which supports the laws and policies that establish how the Huu-ay-aht government makes decisions on behalf of its citizens.

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 (details can be found here: <https://huuayaht.org/huu-ay-aht-first-nations-tribunal-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 Tribunal Process Review project funded by the Law Foundation of BC.



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ANCIENT SPIRIT, MODERN MIND

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 individual and group 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.
- Develop educational materials using multiple formats (infographics, slide shows, reports, etc.).
- Supervise Summer Interns and Co-op students when needed.
- Identify opportunities for collaboration through networking and relationship building.
- Support the Project Lead on all reporting requirements for the project funding.

Education & Experience

- Graduate of a recognized university with a degree or certificate in Indigenous Law, Indigenous Governance, Public 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 involving First Nations.
- 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.



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Operational Requirements

- Be a BC Resident
- Have minimum 2+ years of experience working in an Indigenous environment or organization.
- 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.

HOW TO APPLY

Submit to:

Human Resources

Huu-ay-aht First Nations Government

Email: hr@huuayaht.org

Mailing Address: 4644 Adelaide Street, Port Alberni, B.C. V9Y 6N4

Please include Tribunal Research Coordinator in the subject line.

Application deadline: Open until filled.

We thank all applicants for their interest. Only those selected for an interview will be contacted. Preference may be given to qualified Huu-ay-aht citizens, qualified Indigenous applicants, and applicants with experience working in First Nations, modern treaty, or self-governing Indigenous government environments.



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HUU-AY-AHT VISION, MISSION, AND VALUES

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, and 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

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

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

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, and compassion
- ?iisaak
- Observe protocol and ceremony

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

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism



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- 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
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other