



Lands and Resources Admin

Full-Time

Port Hardy and North Island
Port Hardy

Wednesday February 4, 2026

\$21 - \$25/ hour

Company: Gwa'sala-'Nakwaxda'xw Nations

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Please send a Cover Letter and Resume to Lroadmin@gwanaknations.ca by February 15th, 2026.

Expiry Date:

Wednesday, February 18, 2026

Details:

The Gwa'sala-'Nakwaxda'xw Nation Lands and Resources Office (LRO) is accepting applications for an admin position to cover maternity leave, and could lead to a permanent role in LRO. The work environment for this department spans across a broad scope of responsibility for the Gwa'sala-'Nakwaxda'xw Nations. Issues can sometimes involve highly political and culturally sensitive information that requires confidentiality. This role will start as part time shadowing immediately and move to full time in March. Key Responsibilities include some of the following:

- Provide organization and support to the Lands and Resource Office and the field crews.
- Admin: Creating purchase orders, Invoices, and Cheque Requests. Providing general office support, filing, set up meetings, creating agendas, taking minutes.
- Guardian Program: Keeping a schedule, providing support and acquiring training.
- Referrals/Forestry: Keep extensive lists of referrals, manage and maintain data, plan and coordinate relevant family meetings and document conversations, develop presentations and reports to council.
- Fisheries: Providing administrative support to the Fisheries Crew, ensure timely issuing of permits, submission of mussel samples, and support with food fish handouts.
- Additional duties as assigned.

Qualifications & Experience:

- Strong verbal and written communication skills including the ability to communicate effectively with a variety of people.
- Familiarity with Word, Excel and Other Microsoft Office Products is a requirement.
- Must have a valid BC Drivers Licence.
- The ideal candidate will have a strong sense of Gwa'sala-'Nakwaxda'xw Nations Peoples and traditional territories.
