



Aux'stila du gingananam Coordinator Full-Time

Port Hardy and North Island
Port Hardy

Thursday February 5, 2026

\$31 - \$40/ hour (\$30-\$50 an hour)

Company: Gwa'sala-'Nakwaxda'xw Nations

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

All applicants must submit their cover letter, resume, comprehensive Criminal record check and three references to communications@gwanaknations.ca Position posted until filled.

Attachment: [Aux JB2.pdf](#)

Expiry Date:

Thursday, February 19, 2026

Details:

Gwa'sala-Nakwaxda'xw Nations is in the process of reclaiming its jurisdiction over child and family services. On August 13, 2024, GNN (Gwa'sala-'Nakwaxda'xw Nations) enacted Aux'stila du gingananam Child and Family Protection and Support Law, which will come into force on April 1, 2025. Under the Aux'stila gingananam, child and family services will be delivered to GNN children and families by the Galagpothla Family Services Society – a separate society established by GNN for this purpose. However, GNN requires the support of a full-time position to coordinate with the Galgapothla Family Services Society and support the Nations assisting in the transition of Child and Family Services jurisdiction. The successful candidate will receive mentorship and guidance from legal counsel assisting the nation, the council portfolio holder responsible for Child and Family Services, as well as the Galgapothla Family Services Society. Summary:

- The title of this position is the Aux'stila du gingananam coordinator.
- This is a full-time position, employee or contract position that will report directly to the Gwa'sala-'Nakwaxda'xw Nations Chief Administrator Officer.
- This position will have the initial terms of 6 months, with the possibility of extension.
- The pay rate will be the \$30 - \$50 hourly, based on experience.

Primary Responsibilities:

- Policy and Legislation Development
- Developing regulations under Aux'stila du gingananam
- Identifying and advancing amendments to Aux'stila du gingananam as needed

identifying and advancing government to government agreements respecting child and family services agreements including amendments to existing agreements as needed • Executive Support • Briefing Council on child and family issues including reporting by and recommendations of Galgapothla Child and Family Services Society • Supporting Council to fulfill GNN's obligations under Coordination Agreements and Aux'stila du gingananam. • Assisting councilor who has responsibility for the Child and Family Services portfolio including support for implementation Committee under Coordination Agreement and negotiation of Child and Family Services Agreements. Instruction to Legal Counsel: • Providing instruction to GNN's legal counsel respecting Child and Family Services. • Ensuring Council understands and considers legal advice respecting Child and Family Services Coordination/Facilitation: • Working collaboratively with other GNN departments (e.g. Health) and bodies (Elders) to ensure coordination of services and funding. • Identifying areas to be addressed in MOU between GNN and Galgapothla Child and Family Services Society. • Working collaboratively with Galgapothla Child and Family Services Society to support effective administration of and delivery of services under Aux'stila du gingananam Position at the Gwa'sala-'Nakwaxda'xw Nations is considered positions of trust. The selected candidate will be subjected to a 3-month assessment with a 6 -month probationary period at which time the performance of the candidate will be evaluated and the decision made to continue the contract for the remainder of the year. At the end of the contracted year, a further performance evaluation will be completed to determine whether the contract will be extended into the next year(s).

Qualifications & Experience:

Knowledge requirements: •Strong communication skills and demonstrate the ability to work collaboratively •Strong analytical and organizational skills •Aptitude for learning and commitment to professional development and growth •Knowledge to GNN community, service delivery, governance, customs, protocols, and laws •Establish positive relationships with community members •Knowledge to external services and service agencies •Knowledge to best practices in administration process Requirements: •Computer skills with MS Office software •Written and oral communication skills •Administrative and research skills and time management skills •Accurate and efficient record keeping •Work with confidentiality and sensitive information •Work within a team environment •Participate in internal and

external committees as required •Other duties as requires and assigned
