



Cultural Integration and Policy Specialist Part-Time

Port Hardy and North Island
Port Hardy

Friday March 27, 2026

\$21 - \$25/ hour (From \$26 an hour)

Company: K'awat'si Consulting and Management Services (KCMS)

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

<https://ca.indeed.com/job/cultural-integration-and-policy-specialist-1-year-contract-relocate-port-hardy-bc-07c4d99400620b09>

Expiry Date:

Friday, April 10, 2026

Details:

Company Overview K'awat'si Consulting and Management Services (KCMS) is dedicated to fostering economic growth and opportunities within the community. Our mission is to create profitable, environmentally sustainable, and culturally significant businesses that align with the values of the Gwa'sala-'Nakwaxda'xw people. KCMS is located in Port Hardy, BC: a small, remote town at the north end of Vancouver Island. Known for fishing, ferries, wildlife, rainy weather, and being a gateway to the Central Coast. Quiet, rugged, very outdoorsy. Summary: We are seeking a skilled professional to join our team at K'awat'si Consulting and Management Services in Port Hardy. The Cultural Integration and Policy Specialist will support the Indigenization of workplace practices by developing culturally appropriate policies, onboarding processes, and standard operating procedures (SOPs). This junior-level role will work closely with the Policy & Grants / HR / Leadership team to enhance organizational capacity, improve employment outcomes for Indigenous staff, and ensure culturally safe, inclusive workplace practices. ** It is a 1-year term contract** Open to remote or hybrid work. Essential Duties and Responsibilities:

- Lead the drafting, revision, and continuous improvement of workplace policies and best practices that integrate Indigenous values and protocols.
- Support the development of culturally informed standard operating procedures (SOPs) to guide organizational operations.
- Research best practices in Indigenous workplace Indigenization and recommend improvements.
- Build and maintain partnerships with community stakeholders.
- Collaborate with department leads to integrate cultural awareness into training and professional development opportunities.
- Support initiatives that remove barriers to Indigenous

participation in the workforce. •Contribute to the development of tools and resources that enhance the recruitment, retention, and career development of Indigenous employees. •Maintain respectful and collaborative relationships with staff, Elders, and knowledge keepers involved in policy and training development. •Maintain organized and up-to-date records of policies, SOPs, and training materials. •Assist with scheduling meetings, training sessions, and onboarding orientations. •Take accurate minutes during policy development and cultural integration meetings and distribute follow-up notes. •Assist in drafting internal communications, memos, and staff updates related to new policies or onboarding changes. •Complete accurate and timely reports on all activities. •Perform other related duties as assigned. Job Type: Part-time Pay: From \$26.00 per hour Benefits: •Casual dress •Company events •Paid time off

Qualifications & Experience:

Education and/or Work Experience Requirements: •Grade 12 diploma, or a diploma, certificate, or coursework in Human Resources, Indigenous Studies, Policy Development, or a related field (or an equivalent combination of education and experience) is considered an asset. •Knowledge of Indigenous cultural practices, values, and community protocols. •Ability to work collaboratively across departments. •Ability to work independently and as part of a team while managing multiple projects simultaneously. •Knowledge of the Gwa'sala-'Nakwaxda'xw culture and traditions, including cultural processes, protocols, and traditional family systems. •Experience working with online and physical databases and record-keeping systems.
