



Legal & Corporate Affairs Coordinator Full-Time

Port Hardy and North Island
Port Hardy

Thursday June 4, 2026

\$26 - \$30/ hour (CA\$50,000.00-CA\$55,000.0)

Company: k'awat'si Economic Development Corporation

Industry: Management/ Administration

How to apply:

Please reach out to interview@kedc.ca

Expiry Date:

Thursday, June 18, 2026

Details:

Role Summary The Legal & Corporate Affairs Coordinator supports the Group Legal & Corporate Affairs Director with the day-to-day coordination of legal, governance, corporate affairs, and executive office matters. This role helps keep files, meetings, records, approvals, deadlines, and cross-departmental work organized and moving. It is well-suited to someone who is practical, discreet, highly organized, and comfortable working across legal, governance, business, and public-facing matters. This is not a marketing or communications role. However, the Coordinator will help manage the Director's review and sign-off process for public-facing materials where legal, governance, reputational, or community considerations may arise.

Legal and Governance Support:

- Coordinate legal and governance files, including tracking deadlines, organizing documents, and following up on action items.
- Assist with board and committee meetings, including preparing agendas, pre-read materials, minutes, resolutions, and follow-up trackers.
- Maintain corporate records, registers, minute books, and BC Registry filings in coordination with external counsel.
- Support contract administration by maintaining a contract register and tracking key dates, renewals, terminations, and reporting obligations.
- Assist with court, tribunal, registry, and administrative filings, including document preparation, filing deadlines, service coordination, and follow-up.

Executive and Department Coordination:

- Manage the Director's scheduling and workflow, including meetings, briefings, external counsel calls, and follow-up items.
- Coordinate travel, meeting logistics, expense reports, invoices, purchase orders, and departmental administrative processes.
- Maintain matter lists, trackers, shared folders, data rooms, and internal filing systems.
- Support the preparation of briefing notes, internal updates, and presentation materials.
- Help ensure decisions made by executives, boards, committees, or Council are captured and translated into clear next steps.

Process and Organizational Support:

- Help develop and maintain templates, checklists, SOPs, trackers, and practical tools that make legal and governance processes easier to follow.
- Track cross-

departmental matters involving Legal & Corporate Affairs and flag delays, risks, or missing information. • Support the rollout of policies, governance tools, and internal guidance documents. • Assist with stakeholder lists, project trackers, and basic research related to government, regulatory, funding, or partnership matters.

What We Offer: • 1 month of covered accommodations in a hotel room for individuals relocating from outside of Northern Vancouver Island. • Relocation assistance • Enrollment in the company benefits plan after 6 months of employment • Career growth and educational development opportunities • Company events and holiday parties • Wellness incentives, including discounted gym membership and access to free in-person counselling services. • 2 weeks of vacation Pay: \$50,000.00-\$55,000.00 per year Benefits: • Casual dress • Company events • Discounted or free food • Extended health care • Flexible schedule • On-site parking • Paid time off • Relocation assistance • Tuition reimbursement • Vision care

Company Overview K'awat'si Economic Development Corporation (KEDC) is the economic development arm of the Gwa'sala-'Nakwaxda'xw Nations. KEDC manages a diversified group of businesses in tourism, hospitality, construction, forestry, marine services, property development, and related sectors. KEDC's work is focused on sustainable revenue generation, meaningful employment, community capacity, and long-term economic self-determination for the Nations and the broader North Vancouver Island region. The Legal & Corporate Affairs Department supports KEDC and its subsidiaries on governance, contracts, corporate records, regulatory matters, dispute resolution, policy development, government relations, and selected legal and strategic files involving the Gwa'sala-'Nakwaxda'xw Nations. Location: Port Hardy is a small coastal community located at the northern end of Vancouver Island in British Columbia, Canada. It serves as a regional hub for transportation, fishing, tourism, and services for surrounding communities, including many First Nations. Known for its proximity to rich natural landscapes, Port Hardy offers access to outdoor activities such as fishing, wildlife viewing, and marine exploration. The area has strong ties to Indigenous cultures and plays an important role in supporting economic development and community services in the North Island region.

Qualifications & Experience:

Required Qualifications: • Post-secondary education in business administration, public administration, law, governance, communications, Indigenous studies, or a

related field. An equivalent combination of education, training, and experience may also be considered. • Minimum of three to five years of experience in an administrative, legal support, governance, executive support, project coordination, or corporate affairs role. • Experience supporting senior staff, boards, committees, or formal meetings. • Strong written and verbal communication skills in English. • Proficiency in Microsoft 365, including Outlook, Word, Excel, PowerPoint, Teams, and SharePoint. • Strong document management and filing skills. • Familiarity with legal, registry, court, governance, or corporate records processes is considered an asset. • Eligibility to work in Canada. Preferred Experience: • A bachelor's degree or graduate-level training in law, public administration, governance, Indigenous governance, communications, or a related field is considered an asset. • Experience working in a legal department, law firm, governance office, Indigenous organization, public sector body, or corporate environment. • Familiarity with Indigenous governance, economic development, or Nation-owned businesses. • Experience with board materials, corporate records, contracts, filings, briefing notes, or public-facing approval processes. • Paralegal or legal assistant experience is considered an asset, but not required. Key Competencies • Strong organizational skills and attention to detail. • Sound judgment and discretion. • Clear writing and strong communication skills. • Ability to manage competing priorities and follow through on tasks. • Comfortable working with legal, governance, business, and executive materials. • Ability to simplify information and keep stakeholders aligned. • Professional, diplomatic, and culturally aware. • Practical, proactive, and service-oriented. • Comfortable working in a small team where priorities may shift. Application question(s): • Are you willing to relocate to Port Hardy, BC? • How many years of related experience do you have?
