



We Wai Kai Nation
690 Head Start Crescent
Campbell River, BC
V9H 1P9

Job Posting: Human Resources Manager

Position: Human Resources Manager

Reports To: Executive Director

Department: Administration

Location: We Wai Kai Nation, Campbell River, British Columbia

Job Type: Full-Time

Who We Are:

We, the We Wai Kai, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive through following the footsteps of our ancestral history, as stewards of our lands and waters, while balancing our role in modern day society.

Today, we are proud of our efficient government operations, ensuring a high quality of life for our members. To enhance this, we are also focused on existing and emerging economic development opportunities that will position us for continued growth and re-investment in our community. We pride ourselves on being a strong, self-sufficient Nation and look forward to what the future holds.

About the Role:

We Wai Kai Nation is seeking a skilled and dedicated **Human Resources Manager** to oversee HR operations for both administration and business entities. This is an exciting opportunity for a passionate HR professional who values Indigenous governance, employee development, and organizational success. The HR Manager will play a key role in shaping policies, recruitment, employee relations, training, and workplace wellness while ensuring compliance with employment laws.

Key Responsibilities:

- Develop and implement HR policies and procedures that align with the First Nation's governance and operational needs.
- Conducting annual training needs analysis and recommending learning and development plans for all employees.
- Ensure communication to managers and compliance with federal and provincial employment laws, including WorkSafeBC and BC Employment Standards Act.

- Manage full-cycle recruitment, including job postings, interviews, and onboarding of new employees.
- Act as a key advisor on employee relations, conflict resolution, and workplace investigations.
- Develop and implement performance management processes and training programs for staff.
- Working with service provider and finance in regard to payroll, benefits administration, and compensation programs.
- Developing effective coaching and coaching management techniques to work through issues of concern, along with the involvement of others as appropriate.
- Responsible to conduct exit interviews with those employees leaving the workplace.
- Promote workplace health, safety, and wellness programs.
- Maintain confidential HR records, prepare reports for leadership, and support HR-related policy development.

Compensation:

- This position would be a salaried position within the following range - \$85,000 to \$110,000 based on education and experience.
- This position is not eligible for overtime pay as it is built within the salary considerations.
- The position, after probationary period is successfully completed, includes a comprehensive benefit and pension plan.

Who We're Looking For:

Qualifications & Experience:

- Diploma or degree in Human Resources, Business Administration, or a related field or equivalent of work experience.
- Minimum 3-5 years of HR management experience, preferably in a First Nations, government, or non-profit setting.
- CHRP or CPHR designation (or working towards) is an asset.

Skills & Competencies:

- Strong knowledge of Canadian Federal and BC employment laws, Indigenous employment frameworks, and HR best practices.
- Experience working in an Indigenous governance or community setting is an asset.
- Excellent interpersonal and communication skills, with the ability to engage effectively with staff, leadership, and community members.
- Strong problem-solving and conflict-resolution abilities.
- Ability to handle sensitive and confidential information with professionalism and discretion.
- Proficiency in Microsoft Office Suite and HR software systems.

Why Join Us?

- Meaningful work supporting Indigenous governance and economic development.
- A collaborative and community-focused work environment.
- Opportunities for professional growth and development.
- Competitive salary and benefits package.

How to Apply:

If you are interested in this opportunity, please submit your resume and cover letter to careers@wewaikai.com. The posting will remain open until the position is filled. Preference may be given to Indigenous applicants in accordance with the organization's hiring policies.

We Wai Kai Nation is an equal opportunity employer and encourages applications from Indigenous candidates, persons with disabilities, and other underrepresented groups.