



Pacheedaht First Nation - or “People of the Seafoam”- are a Nuu-chah-nulth people from the southwest coast of Vancouver Island.

Career Opportunity

HUMAN RESOURCES MANAGER

Full-time, Ongoing

Working and living in Port Renfrew

Port Renfrew is a remote west coast community known for its powerful surf breaks, world-class camping, old-growth forests, fishing, and access to iconic trails like the Juan de Fuca Trail. It’s a place where people come to unplug from city life and reconnect with nature, whether that means being on the water before work, camping on weekends, or trading traffic and commutes for quiet, coastal living.

If you’re someone who values a slower, more intentional pace of life, living where others vacation, community connection, meaningful work, and time outdoors - Port Renfrew may be exactly what you’re looking for.

Staff housing options are available and negotiable, helping support a smooth transition for candidates relocating from outside the community.

Who we are

We are the Pacheedaht First Nation - a resilient, thriving community rooted in our sacred lands and waters. Our home brings peace, safety, and belonging, connecting us to one another and to our ancestors.

Guided by our teachings, we steward our territory and exercise our rights, title, and jurisdiction with care, protecting the wildlife, clean air, waters, and forests that sustain current and future generations. Pacheedaht First Nation is a proud, progressive government focused on the health, safety, and self-reliance of our people while preserving our culture, values, and language. We hold four reserves (174 hectares) within our traditional territory in Port Renfrew, about 80 km from Victoria, with an estimated 286 members, including roughly 100 living on-reserve.

About the role

Reporting to the Band Manager, the Human Resources Manager is an onsite senior leadership role responsible for leading and managing all human resources functions across the organization, supporting approximately 90 employees across multiple programs and services.

This role provides practical, culturally grounded, and compliant HR Services while supporting a workplace culture rooted in community values, respect, accountability, and wellness.



The position is highly hands-on and requires someone who can balance strategic HR leadership with day-to-day priorities such as employee relations, recruitment, investigations, coaching leaders, and policy implementation. This role also requires the ability to manage competing priorities and respond to both immediate needs and longer-term initiatives in a steady and reliable way.

What you will do

As the Human Resources Manager for Pacheedaht First Nation, you will:

Strategic Leadership & Workforce Planning

- Participate as a member of the management team, providing HR advice, reporting, and recommendations
- Lead workforce planning, organizational structure, and staffing plans aligned with funding and operational priorities
- Support organizational change, growth, and the development of HR systems and processes

Cultural & Community Alignment

- Ensure HR practices reflect the values, traditions, and priorities of the Nation
- Support culturally safe, respectful, and relationship-based workplace practices
- Navigate workplace matters thoughtfully within a close-knit community environment

Employee Relations & HR Operations

- Serve as the primary HR lead for employee relations, concerns, and workplace issues
- Provide coaching and guidance to supervisors on people management and conflict resolution
- Oversee performance concerns, attendance, discipline processes, and investigations

Recruitment & Retention

- Lead full-cycle recruitment across all programs and departments
- Coordinate onboarding and support employee engagement and retention initiatives
- Promote local hiring and workforce development opportunities

Policy Development & Compliance

- Develop, update, and implement HR policies, procedures, and handbook materials
- Ensure compliance with employment legislation and organizational requirements
- Provide guidance on risk and ensure consistent and fair policy application

Performance Management & Development

- Build and oversee performance management systems
- Support supervisors with coaching, development planning, and corrective action processes
- Contribute to succession planning and workforce capacity building

Health, Safety & Employee Wellbeing

- Support occupational health and safety programs and committees
- Assist with incident reporting, investigations, and prevention initiatives
- Promote safe, healthy, and respectful workplace practices

Compensation, Systems & Organizational Development

- Oversee job descriptions, job evaluation, and compensation practices
- Support benefits, leave, and wellness programs in collaboration with Finance
- Maintain and improve HR systems, tools, and reporting processes



Lived and learned experience we are seeking

To be the successful candidate for this position, you will have/demonstrate:

Education or equivalent: Degree or diploma in Human Resources, Business Administration, or a related field; or an equivalent combination of education and experience

Experience:

- 5+ years of progressive HR experience, including management-level responsibility
- Experience handling complex employee relations, investigations, and performance management
- Experience across multiple HR functions including recruitment, policy, compensation, training, and compliance

Knowledge & Skills:

- Strong understanding of employment legislation and HR best practices
- Strong conflict resolution, problem-solving, and decision-making abilities
- High emotional intelligence, sound judgment, and ability to build trust
- Ability to maintain confidentiality and manage sensitive information appropriately
- Effective communication skills and ability to coach and support leaders

Ways of working:

- Comfortable working in evolving environments and building systems over time
- Brings a relational, community-focused approach to HR
- Balances compassion with accountability
- Indigenous experience: Indigenous lived experience and/or experience working with Indigenous communities is strongly preferred
- Certifications & Checks: Clear Criminal Record Check, including vulnerable sector, as required

What we offer

- An opportunity to work with like-minded people and do meaningful, community-focused work
- Competitive salary, commensurate with experience with in a range of \$85,000.00 to \$95,000.00 per annum
- Additional paid time off over the festive season, plus generous sick and personal leave.
- Full-time, ongoing employment
- Extended benefits and employer-matched pension plan
- Learning and development opportunities
- Participation in community events and initiatives

To express interest

To express interest in this role, please submit your cover letter and resume to this link:

<https://app.loxo.co/job/MzA5MjEtODAzbmVleW5kaTRzbHNmYg==?t=1779907857161>

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Persons of Indigenous ancestry will be given preference in accordance with applicable legislation.