nawalakw

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17 Gatu Street
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# The Opportunity: Employee Relations Manager

**Schedule:** Full-time (37.5 hours per week)
**Salary Range:** $70,000-80,000 per year
**Benefits:** Extended health, dental and more, as well as pension matching
**Term:** Permanent with a 6-month probationary period
**Location:** A combination of remote and Alert Bay offices

## Position Summary: (Reports to the Circle of Stewards)

The Employee Relations Manager provides leadership at Nawalakw in maintaining a healthy workplace culture, harmony and organizational effectiveness by following the Strategic Plan 2025-2030. This role will focus on fostering a positive work environment, trusting relationships, balancing vision with execution—developing equitable, trauma-informed, and culturally grounded systems while ensuring compliance, operational efficiency, and strong support for all employees.

We are hiring an Employee Relations Manager to ensure this critical function receives dedicated, full-time leadership. Previously combined with another role, the scope and importance of this work has grown to require focused attention. This position will be instrumental in continuing to build and strengthen the foundational people, culture, and systems that support Nawalakw to ensure ongoing growth and long-term sustainability.

This role will oversee HR strategy, employee relations, compensation and benefits, health and safety, employment-related training, onboarding/offboarding, and Human Resources Information System administration (currently ADP Workforce Now). In the initial months, the Employee Relations Manager will work closely with the outgoing Manager of People and Possibilities to learn the role, build relationships with staff and understand the organization's approach to maintaining respectful and collaborative relationships, and further develop systems and procedures that support operational efficiency and an inclusive, supportive workplace. This role is ideal for a relationship-builder and systems-thinker who can turn organizational goals into practical policies, tools, and workflows that empower both employees and managers to succeed.

## Key Responsibilities:

***People & Culture Leadership***

- Collaborate with the Executive Team to design and implement a talent management model that includes recruitment, people development, and succession planning.
- Provide leadership on human resource policies, procedures, and programs, including compensation and benefits, health and safety, employee well-being, appreciation, and growth.
- Develop and maintain HR policies, procedures, and programs in alignment with Kwakwa̱ka̱'wakw values, employment standards, and best practices.
- Spearhead the collaborative feedback cycle, helping managers and employees communicate about successes, challenges, and opportunities for change to maintain a healthy workplace environment.
- Lead workplace safety and wellness initiatives, including chairing the Health & Safety Committee.
- Support the Payroll and Benefits Specialist to ensure benefits administration, including enrolments, changes, and liaison with providers.

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***Operations & Systems Management***

- Serve as the dedicated ADP WFN administrator, ensuring accurate setup and maintenance of modules to support recruitment, onboarding, performance management, policy implementation, and attendance.
- Partner with the Payroll and Benefits Specialist to ensure the development and analysis of personnel data (e.g., benefit costs, compensation, turnover, promotions) to inform learning, future organizational needs, new policies, and best practices.
- Lead job evaluation processes, compensation reviews, and benchmarking initiatives.

***Organizational Support & Manager Empowerment***

- Provide strategic employee relations advice across Nawalakw programs and locations.
- Provide tools, templates, and training to help managers carry out their responsibilities effectively.
- Coordinate internal communications, training calendars, and onboarding logistics.
- Participate in decision-making, planning, and learning processes that advance the mission of Nawalakw.
- Model and activate the values that Nawalakw upholds, fostering an equitable and inclusive workplace culture.

***Collaboration and Coordination***

- Work closely with the Skills Development Coordinator to plan and prepare annual internal training, ensuring requirements are met and company-wide and job-specific certifications are tracked.
- Collaborate with the Health and Wellness Managers to strategically develop a supportive, trauma-informed workplace environment.
- Manage the contracts of any HR consultants and training providers

***Professional and Cultural Development***

- Commit to personal Kwak'wala language learning and cultural engagement through staff opportunities.
- Maintain and update professional certifications (CPHR or equivalent).
- Participate in continuous professional development relevant to HR, equity, and leadership.

**Core Competencies:**

- Relationship-building and trust
- Strategic thinking with operational follow-through
- Cultural awareness and equity-centred practice
- Process improvement mindset, adaptability and resilience
- Coaching and facilitation skills
- Knowledge of BC and federal employment standards and HR best practices.
- Proven success in employee relations.
- Analytical skills with the ability to create and interpret reports and metrics.
- Ability to take direction and work independently and remotely while meeting deadlines.

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**Professionalism:**

- Embodies and activates the values of Nawalakw.
- Demonstrates integrity, fairness, and confidentiality in all actions.
- Excellent interpersonal, communication, and problem-solving abilities.
- High degree of discretion in handling sensitive and confidential information.
- Model behaviours consistent with an Indigenous-led workplace, grounded in Kwakwa̱ka̱'wakw values.

**Qualifications:**

- Experience: Minimum 5 years of progressive HR generalist or HR management experience, including hands-on HRIS (HR Information Systems)/system administration, experience in ADP WFN an asset.
- Education: Post-secondary education in HR, business, or related field; CPHR (Chartered Professionals in HR) designation (or progress toward) is an asset.
- Kwakwa̱ka̱'wakw Ancestry or Knowledge of Indigenous culture and values is an asset.

**How to Apply**

By October 1, 2026 please send your resume and cover letter to people@nawalakw.com with the subject line "EMPLOYEE RELATIONS MANAGER". Upon receipt of your application, you will receive an email response from people@nawalakw.com. Please add this email address to your contacts to ensure it doesn't go into the junk folder.

*Please take a moment to learn more about us at nawalakw.com*

*We are strongly committed to creating a diverse workplace environment.*
*We welcome and encourage applications from the communities we serve.*
*We are proud to be an equal opportunity employer.*

*We will provide accommodation during all steps of the hiring process,*
*upon request, to applicants with disabilities. Please advise us if you need any accommodation.*

*Our sincere appreciation to all those expressing interest in the position; however,*
*only those applicants invited for an interview will be contacted. Thank you for your interest!*