nawalakw

G̱ila i'ax̱a̱la k̲a̱'e Nawalakw! | Come work with Nawalakw!

The Opportunity: Employee Relations Manager

Term: Permanent Full-time (37.5 hours per week) with a 6-month probationary period
Salary Range: $70,000-80,000 per year depending on experience
Benefits: Extended health, dental and more, as well as pension matching
Location: A combination of remote and Alert Bay offices
Deadline To Apply: Open Until Filled **| Review Begins:** October 2026 **| Start Date:** TBD

About Nawalakw

The mission of Nawalakw is to provide healing and wellness to our people through a revitalization of our Kwakwa̱ka̱'wakw culture and language and opportunities for economic and social resilience. We aim to become the first place on earth where Kwak'wala is once again spoken fluently by youth and elders alike. At Nawalakw, we come together to reawaken who we are, to dream together, to uplift our people and create a deeper connection and beautiful future for our lands and generations to come.

Position Summary

We are hiring an Employee Relations Manager to lead foundational HR strategy, culture, and systems that support long-term organizational sustainability.

Key Responsibilities:

- **HR Administration:** Oversee HR strategy, employee relations, compensation strategy management, onboarding/offboarding, and HRIS (ADP Workforce Now).
- **Onboarding, Transition and Support:** Collaborate with the outgoing Manager of People and Possibilities to build relationships, understand organizational practices, and work with the Circle of Stewards to continue to build Nawalakw as a culturally grounded organization.
- **Policy and Culture:** Translate organizational goals into practical tools, policies, and workflows that empower managers and foster an inclusive workplace.

Please visit our website for a detailed job description including responsibilities and duties.

Hiring Requirements

Ability to provide official copies of academic and certification records and references for equivalent work experience. Agree to and clear a Vulnerable Sector Check.

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.

Nawalakw is committed to creating a diverse workplace environment. We are proud to be an equal opportunity and living wage employer. We appreciate all who express interest in the position and welcome applications from the communities we serve. Preference will be given to applicants with Kwakwa̱ka̱'wakw ancestry. Nawalakw will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Only those applicants invited for an interview will be contacted.

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