



# HAISLA NATION COUNCIL

PO Box 1101, Kitamaat Village, BC, V0T 2B0 | (250) 639-9361  
Toll Free: 1-888-842-4752 | Fax: 250-632-2840 or 250-632-4794

**JOB POSTING** The Haisla Nation Council has an opening for 'on call' the position of:

## **Capacity Assistant**

### **Overview**

The Capacity Assistant will provide assistance to the Job Coaches and to the Capacity Supervisor. This position will be required to work independently, but also as part of a team. Work hours are generally Monday to Friday, 8am to 4pm, and may vary and may involve some occasional evening hours to attend meetings and/or travel.

### **MAJOR AREAS OF RESPONSIBILITY**

- Assist community members in developing resumes;
- Assist in preparing the monthly meeting packages for the Capacity Development Committee;
- Field requests from community members;
- Schedule meetings for the Capacity staff;
- Provide office assistance to the Job Coaches;
- Type up documents as needed;
- Filing, answering calls and emails.

### **REQUIREMENTS**

- Direct experience working with First Nations;
- Highly effective project management, prioritization, multi-tasking, and time management skills to meet deadlines;
- Experience in resume development;
- Excellent written and communication skills;
- Excellent computer skills;
- Ability to travel;
- Fluent in Microsoft Excel, Word and Outlook;
- Possess a valid BC Driver's license and own vehicle is required;
- Be willing to provide a police information's check.

Interested individuals should submit a cover letter and resume which must include names of three (3) references and the express permission for HNC to contact the references, to:

Stephanie McClure, Human Resources Manager  
Haisla Nation Council  
PO Box 1101 Kitamaat Village, BC  
V0T 2B0 Fax (250) 632-2840

Email: [merleHUDSON@haisla.ca](mailto:merleHUDSON@haisla.ca)

**Deadline for applications: Until position is filled**

***We thank all applicants for their interest, however, only those short-listed will be contacted.***