



# EMPLOYMENT OPPORTUNITY

**Position:** Director Human Resources

**Supervisor:** Executive Director

**Type:** Full-Time Term (3 years)

**Wage:** Negotiable (depending on qualifications and experience)

**Closing Date:** March 15, 2026 or until filled

## Job Summary

In this dynamic role, you will use your strong experience in human resources, administration, and leadership skills to meet LFN's strategic and operational objectives.

Reporting to the Executive Director you will be responsible for all Human Resource management and administration for the Liard First Nation. You will provide senior level services and advice while also managing operational and day-to-day Human Resource administration. Activities include development and implementation of policies, procedures, tools and processes, organizational design reviews, staff relations, salary and benefits administration, recruitment and retention, position creation, review and classification, occupational health and safety, and staff training.

## Education and Experience

- Degree or diploma in Human Resources, Administration or related field.
- CPHR designation preferred.
- Extensive progressive HR experience including leadership and managerial roles..
- Strong knowledge of federal, territorial, and Indigenous organizational frameworks.
- Proven leadership capabilities including strategic planning and organizational development in a First Nation setting.

## Knowledge & Skills

- Excellent interpersonal and relationship-building skills
- Proven leadership and team management skills
- Excellent written and oral, communications and conflict resolution skills
- Strong understanding of compensation, benefits and performance management systems
- Familiarity with occupational health and safety standards, regulations and legislation
- Knowledge of employment laws, regulations and HR best practices (Canada Labour Code ideal)
- Proficient in Microsoft Office and HRIS systems
- Strong decision-making, problems solving and organizational skills
- Ability to design and deliver basic core employee development and training on topics such as harassment prevention, respectful communication and confidentiality, etc. preferred.
- Knowledge of and sensitivity to Indigenous cultures, traditions and community dynamics, cultural and community awareness.
- Ability to build respectful relationships within the First Nation community
- Tact, intuition and diplomacy, strong work ethics and good judgment, and an ability to work well in a team environment
- Ability to work pleasantly and professionally with a wide range of people of different ages and cultures, in potentially volatile and emotionally charged situations.
- Ability to work respectfully with others in a cross-cultural environment.

Please submit your application to [jobs@liardfirstnation.ca](mailto:jobs@liardfirstnation.ca) prior to the closing date.

For more information on the position contact

Alan Steel, Executive Director at [executive.director@liardfirstnation.ca](mailto:executive.director@liardfirstnation.ca)

or

Dena Zavier, HR Consultant at 867-334-2555

***Preference will be given to qualified Liard First Nation Citizens  
Only those legally able to work in Canada will be considered***