The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance, and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation’s work by putting their best into all that they do and by conducting themselves at all times ethically, professionally, and respectfully.

The Ktunaxa Nation Council has an opportunity for a Human Resources Manager role at their main office in beautiful Cranbrook BC. Reporting to the Chief Administrative Officer the opportunity is perfect for someone who is looking to grow their skills and gain experience as part of the organization that supports the Ktunaxa Nation’s work.

This is a full-time permanent position with full benefits.

Key Responsibilities:

- Supervise, direct, and coordinate all HR and staffing-related activities including employment, compensation, labor relations, and employment relations
- Provide support in change management related to employee engagement and retention activities
- Play an important role and serve as an internal consultant to various parties including directors, managers, employees, etc. regarding personnel issues affecting work relationships and performance
- Act as the important link between management teams and employees by administering contracts, resolving work-related concerns, advising managers on organizational policies, and recommending necessary changes
- Prepare and monitor budgets for HR operations-related activities
- Manage activities relating to on-the-job capacity building and career development/advancement opportunities
- Able to identify, forecast, and analyze complex situations as well as recommend and implement appropriate solutions to resolve pertinent problems by evaluating options
- Perform other HR duties as required

Key Requirements:

- 5+ years of experience working in HR
- CHRP designation is not a mandatory requirement, but will be considered as an asset
- Intermediate to senior level leadership experience
• Bachelor’s degree from an accredited post-secondary institution in applicable fields or a combination of work experience and education with 7+ years
• Attention to detail and ability to prioritize tasks in a time-effective manner
• Has related working and technical knowledge to complete the tasks and meet expectations
• Demonstrated ability to apply related knowledge of applicable local, province, and federal statutes and guidelines
• Experience with HR systems while being independently minded

Interested candidates are asked to submit a cover letter and resume to KNC-HR@ktunaxa.org.

The position is open until filled.

We thank all applicants for their interest, however, only those selected for interviews will be contacted.

The Ktunaxa Nation Council is committed to providing and maintaining a safe and healthy work environment for all Employees and the People, Communities, and Bands that we serve. Proof of Covid Vaccination is required as per the KNC Vaccination Policy.

Ktunaxa candidates are encouraged to apply.