



## Employment Opportunity

**Position:** Community Capacity Development Officer  
**Location:** Remote  
**Schedule:** Full Time  
**Closing Date:** Until position has been filled

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Reporting to the Vice President of People and Corporate Culture, the Community Capacity Development Officer is responsible for helping to grow employee capacity within TNDC, while also building stronger relationships with the Tahltan Central Government (TCG) and other community partners to help recruit and retain Tahltans at TNDC. Work is carried out in both an office and field environment in Tahltan Territory, with some travel required.

### Responsibilities

#### A. Career Pathing:

- Working with other HR team members, develop career paths and development plans for all current TNDC staff.
- Where appropriate, expand use of TCG's OnTrack software program to capture TNDC staff certification, training documentation and establish career goals.

#### B. Community Development:

- Partner with TCG for community-based programming that relates directly to TNDC's current and future workforce requirements.
- Participate in relevant Career Fairs within the region that relate directly to TNDC's current and future workforce requirements.
- Participate in relevant High School outreach programs and opportunities as they relate directly to TNDC's current and future workforce requirements.
- Act as the face of TNDC within the community for the HR team.
- Working with TNDC, its Business Partners and industry where appropriate (such as the HEO program where we partnered with multiple stakeholders including industry).

#### C. Training and Development:

- Identify external funding opportunities to support training and development requirements.
- Working with other HR team members, identify TNDC staff training needs and organize training.
- Provide relevant reporting back to TNDC and any third-party funders.

#### D. Special Projects

- Work with the VP of People and Corporate Culture on special projects.

#### E. Other related duties as required by the organization.

### Qualifications and Experience

- Grade 12 supplemented with a post-secondary degree, diploma or certificate in human resources, and/or business management or a related field preferred.
- Prior experience working in the human resources field is preferred.
- Prior experience working directly with employees and/or Tahltan community members is required.
- Relevant traditional knowledge and work experience will be accepted in lieu of post-secondary education.

### Knowledge, Skills and Abilities

- Ability to quickly and effectively build relationships.
- People orientation.
- Excellent presentation and communication skills.
- Ability to interpret applicable legislation, and conduct research and analysis.
- Problem-solving attitude.
- Ability to work collaboratively with community partners.
- Ability to build trust and work within the Tahltan community.
- Ability to meet deadlines and effectively manage stress.
- Ability to establish and maintain confidentiality.
- Self-motivated, team-player with good interpersonal skills.

### Conditions of Employment

- Ability to pass a mandatory pre-employment drug and alcohol screening.
- Willingness to sign an Oath of Confidentiality.
- Full disclosure of criminal record and current criminal record check.
- Valid class 5 Driver's License.

**Please apply to:**

Human Resources, Tahltan Nation Development Corporation

PO Box 250 | IR #9 Hwy 37N

Dease Lake, BC V0C 1L0

Fax: 250.771.5454

Email: [jobs@tndc.ca](mailto:jobs@tndc.ca)

Only applicants selected for an interview will be contacted. Tahltans and Tahltan associates are encouraged to apply.

**SAFETY FIRST, SAFETY ALWAYS**