



Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Government

Legislative Clerk (LC) – Housitas, BC (Amended)

As our respected Legislative Clerk (LC) prepares to retire, we are inviting applications from individuals interested in training under their guidance & carrying this role forward. The LC supports governance & legislative functions of KCFN. They provide impartial procedural, administrative, & records management support to the Legislature, Executive, Committees, & People's Assembly. Reporting directly to the Legislature, this role safeguards the integrity of legislative processes, ensures accurate and transparent records, & provides guidance on rules of order & governance procedures. The LC acts as a neutral & trusted resource, upholding accountability, transparency, & cultural respect across all governance activities.

What's in it for you? We offer a competitive wage, opportunities to grow & develop, a fantastic health benefits program, an attractive pension plan, & plenty of time off for a healthy work-like balance! Sound interesting? If so, we'd love to hear from you!

Please note: *This role is based out of the Housitas/Kyuquot or Campbell River Admin Offices.*

The duties/tasks/responsibilities of the LC include (but are not limited to):

- Provide procedural & admin support to Legislature, Executive, Committees, People's Assembly meetings
- Advise Chairs & members on rules of order, legislative procedures, & interpretation
- Attend meetings, prepare agendas, record accurate minutes, & maintain official records
- Draft/process legislation, motions, resolutions, notices, enactments
- Administer oaths/certify legislation
- Maintain legislative registries, records, public access to approved laws/decisions
- Support *Administrative Decisions Reviews & Access to Information* requests
- Safeguard official government records, disclosures, KCFN government seal
- Prepare reports for public hearings & annual legislative reporting
- Perform other duties as assigned by Legislature

Qualifications:

- Diploma, degree, or certificate in legal/paralegal studies, public administration, or related field - preferred
- Minimum 3 yrs experience in legislative, legal, governance, or senior administrative support roles
- Knowledge of Indigenous self-governing systems, governance structures, & cultural protocols
- Strong understanding of legislative processes, rules of order, & formal decision-making environments

Dwayne Worthing, Chief Human Resources Officer
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- Proven experience preparing agendas, minutes, & maintaining official records
- Excellent organizational, drafting, & attention-to-detail skills
- Strong written/verbal communications & interpersonal skills
- Proficiency with Office 365 & records management systems
- Ability & willingness to travel locally/regionally
- Valid driver's license, reliable vehicle, acceptable driver's abstract
- Able to provide an acceptable police information/security check
- Participate in any required training & compliance requirements

DATE RE-POSTED: April 23, 2026

START DATE: ASAP

STATUS: Full-Time, Permanent (20 to 35 hrs/week)

CLOSING DATE & TIME: Open until filled

WAGE: \$66,000 - \$77,000 per annum

BASED OUT OF: Admin Offices in Hupsitas (Kyuquot, BC) or Campbell River, BC

TO APPLY: E-mail cover letter & resume to: *Madelyn Mason, HR Advisor*, at madelynm@kcfirstnations.com citing "LC" in the subject heading of your e-mail.

Applicants may request a copy of the job description by sending an e-mail request to Madelyn.

In accordance with the Canadian Human Rights Act, preference may be given to Indigenous applicants.

We thank all those who apply, however only those shortlisted will be contacted for interviews.