TAHLTAN CENTRAL GOVERNMENT

JOB POSTING

Interim Director of Membership

Reports to: Executive Director
Job Duration: Term position. Effective immediately until approximately March 15, 2027, or until the incumbent returns to work, whichever occurs first.
Summary: The Director of Membership will primarily maintain and protect the Tahltan Genealogy Database and use the data of Tahltan Membership for initiatives that include Voting, Education, and Employment. This means that The Employee will provide support as needed to organizational leadership relating to Tahltan membership information. The Employee will be responsible for maintaining and developing further policy as needed regarding Tahltan Member information and sharing information. Furthermore, the Director of Information will report on progress, challenges, and relevant issues to the Executive Director.

Duties and Responsibilities

- Maintain and protect the Tahltan Genealogy Database. This includes tracking of migration of current Tahltan members.
- Be dedicated to protection of culture, heritage and environment of the Tahltan people.
- Liaison with TCG and related organizations to understand the relative information needs and develop training programs to support protocols.
- Providing statistics and demographics to all departments in TCG and affiliate organizations including: SCWG, TBC, IBC, EMC, 3 Nations, and TNDC etc.
- Providing membership data reports to all TCG departments and providing support via their information requests including:
    - Verifying students for TCG's Education department and provide verification letters for students and athletes;
    - Verifying new hires for industry via OnTrack and industry partners;
    - Projections for the Finance department for elder disbursement program and quarterly updates;
- Be a resource in areas relating to the regulation of information including compliance with privacy legislation, security standards etc.
- Support evidence collection relating to rights and title.
- Work with the Elections team to support elections and Industry votes.
- Onboard new TCG employees and TCG Board of Directors with internal process with regard to membership.
- Such other and further duties and responsibilities as the TCG may communicate from time to time.

Qualifications and Requirements:

- 5+ years related administrative and education experience.
- Bachelor's Degree in either Business, Administration, Education and/or Human Resource would be an asset.
- Demonstrated ability to safeguard highly sensitive and confidential membership records and personal information, exercising discretion, integrity, and sound judgement.
- Knowledge of Tahltan communities, culture, priorities, and effective service delivery

models.
- Demonstrated ability to establish and maintain respectful, professional working relationships with team members, Tahltan communities, external organizations, government agencies, legal counsel, and other stakeholders.
- Strong written and verbal communication skills, including the ability to navigate complex and sensitive conversations with professionalism, diplomacy, and clarity.
- Responsible for safeguarding confidential records and personal information while maintaining a high level of integrity and confidentiality in all interactions.
- Strong presentation skills, with the ability to communicate information clearly, confidently, and effectively.
- Commitment and flexibility to travel within and outside Tahltan territory as required for TCG business and events.
- Advanced proficiency in Microsoft Excel, including spreadsheet management, data analysis, and reporting, along with proficiency in other Microsoft Office applications.
- Demonstrated ability to work independently, manage competing priorities, provide direction to staff and effectively achieve organizational goals and objectives.

Personal Skills & Attributes:
- Deep respect for Tahltan culture, laws, and values.
- Strategic thinker with sound judgment and diplomacy.
- Effective communicator and relationship-builder.
- Exceptional discretion and professionalism when managing sensitive information and difficult conversations.
- Ability to build and maintain respectful relationships with internal and external partners.
- Demonstrated leadership, initiative, and ability to work independently in a remote environment.
- Commitment to collaboration and transparency.
- High integrity, particularly when handling sensitive information.

Remuneration and Work Hours:
- Competitive salary based on experience and qualifications – $80,000.00 – $120,00.00
- Full-time role with flexibility for travel and community engagement.
- Overtime may be required, including evenings and weekends, particularly during peak project periods, events, or travel.
- Benefits package and access to professional development.
- Travel within Tahltan Territory and outside the region as needed. Significant time will need to be spent in Tahltan Territory, however, can be remote in some instances.

Work location: It is preferred that the position be based in Tahltan Territory; however, applicants outside the Tahltan Nation Territory are encouraged to apply.

Tahltan Central Government is committed to strengthening Tahltan capacity and creating employment opportunities that reflect the Nation's values and communities. ***Preference will be given to qualified Tahltan applicants.*** *Applicants are encouraged to voluntarily self-identify. Membership verification, where required, will be coordinated confidentially through Human Resources.*

How to apply: Please email your **resume and cover letter** (PDF format) to hr@tahltan.org
Use the subject line: **"Interim Director of Membership – Attention: Human Resources"**

Tahltan's are strongly encouraged to apply via OnTrack.

Questions? Contact Human Resources Business Partner at hr-staff@tahltan.org

Deadline for Application: November 6, 2026