



**Toquaht  
Nation**

## **EMPLOYMENT OPPORTUNITY – Records & Information Clerk**

(Temporary 6 Months - Full Time)

### **About Toquaht Nation**

Toquaht Nation is a self-governing modern treaty nation situated on the West Coast of Vancouver Island in Barkley Sound. Known as the *tuk<sup>w</sup>aaʔath* (Toquaht People), we are a resilient community dedicated to the development of our Nation. We strive to honour the teachings of our ancestors and safeguard our *haahuuʔi* (traditional territory).

Toquaht envisions a healthy community where *masčim* (citizens) can fulfill their social, spiritual, and economic needs. Guided by our ancestors and rooted in our traditions, we draw strength from our connection to our *haahuupacamis* (teachings).

- *hišukma čawaak* – Everything is one
- *ʔaʔapcaʔaʔuk* (taking care that something proceeds correctly)
- *ʔuuʔaʔuk*– Taking care of one another
- *ʔiisaak* – Highest respect

### **Position Summary**

Located in Ucluelet, this is a temporary full-time position, expected to begin in late July or early August, to cover a maternity leave and may be extended beyond six months.

This position, reporting to the Law Clerk (Office Administrator), supports the Law Clerk to ensure compliance with relevant legislation and regulations regarding the creation, storage, and retention of both paper and electronic records within the Toquaht Nation Government. The Records and Information Clerk position requires excellent interpersonal and communication skills, to be capable of independent judgment and possess a strong sense of initiative. The successful candidate will have a positive attitude, be self-motivated, and able to work independently.

### **Responsibilities Include:**

- Record and maintain minutes of meetings for the Executive and all committees
- Schedule committees (including coordinating logistics – Zoom/Teams, meeting rooms, food, office supplies, etc.).
- Maintain and track ‘Record of Motions’ for Executive and all committees.
- Filing – digital and paper.
- Provide administrative support to the *taayii haʔwił* – scheduling, prep for meetings, organize files, meeting logistics, review and flag emails that need answers, respond to sender where directed.
- Coordinate quarterly People’s Assembly in collaboration with communications and other TNG departments.
- Provide reception duties when receptionist is away from the office (answer phones, greet guests, distribute mail, etc.).

- Facilitate access to records and information as requested.
- Coordinate record systems and related information services, to support efficient access, movement, updating, storage, retention and disposal of files and other organisational records.
- Ensure information systems are secure and safe within the system.
- Other duties and responsibilities as required and assigned by the Law Clerk (Office Administrator).

### **Education and Experience**

- Certificate or diploma in records and document management, information management, or office administration program an asset.
- Demonstrated experience in using records management or document management software and general information systems.
- Experience in establishing and scheduling records disposal protocols and procedures
- Experience in minute taking in a Council/Executive/Board setting
- Good understanding of information management principles, information systems and archives.
- Knowledge of electronic imaging, storing, arranging, indexing, classifying records and documents.
- Effective oral and written communication skills.
- Excellent organizational skills.

### **Operational Requirements**

- Valid class 5 driver's licence.
- Knowledge of government or public sector information protocols.
- Knowledge and understanding of FOIPPA.
- Computer skills in MS Office (PowerPoint, Excel, Outlook).
- Understanding of/respect for the culture and heritage of First Nations Peoples.
- Always maintain confidentiality and neutrality.

### **What We Offer**

- This is a six-month temporary full-time position, 37.5 hours per week, paying \$32.88/hr

### **To Apply**

We invite qualified applicants to submit a resume and cover letter to [careers@toquaht.ca](mailto:careers@toquaht.ca), with the position title in the subject line. Please apply as soon as possible, as we will be reviewing on an ongoing basis. We appreciate all applicants for their interest in working with Toquaht Nation, however only those selected for an interview will be contacted. This position is open until filled.

Persons of Indigenous background will be given preference. S16(1) CHRA