

Blueberry River Restoration Society

Job Opportunity: Office & HR Manager

Position Status: Full-time, 35 hours/week

Location: Fort St. John, BC (full time in-office presence required)

Reports to: Chief Executive Officer

Start Date: As soon as possible

Salary: \$70,000–\$85,000 (commensurate with experience)

About Us

The Blueberry River Restoration Society (the Society) is a non-profit organization dedicated to restoring the ecological and cultural heritage of Blueberry River First Nations (BRFN). Governed by a collaborative Board of Directors from BRFN and the Province of British Columbia, the Society implements impactful, sustainable projects that heal the land and empower the BRFN community.

The Opportunity

We are looking for an exceptional Office and HR Manager who will serve as the foundation of our operations and culture. The Society employs a hybrid work environment for many of the staff members, and this person is the consistent, trusted presence in our Fort St. John office—ensuring it is welcoming, efficient, and anchored in care, openness, and professionalism.

The right candidate will be highly reliable, warm and respectful with staff and visitors, and highly skilled at maintaining day-to-day operations. You will support a dynamic and committed team and be the key point of connection for staff, contractors, and partners.

Key Responsibilities

Office Management

- Be present in the FSJ office during working hours and act as the welcoming face of the Society.

- Maintain a respectful and culturally safe office environment for community members, partners, and staff.
- Ensure the office is clean, functional, and well-stocked, and that all technology, systems, and equipment is in working order.
- Ensure impeccable file organization and management.
- Manage scheduling, facilities coordination, meeting and event logistics, and supply procurement.
- Assist with organizing and hosting meetings.

Human Resources Administration

- Coordinate recruitment, onboarding, and offboarding processes with a people-first approach.
- Maintain confidential HR records and employee files.
- Support payroll and benefits administration in collaboration with finance, as needed.
- Uphold workplace policies and help create systems for accountability, safety, and team wellbeing.
- Be a trusted, discreet point of contact for staff and leadership.

Team and Culture Support

- Support and nurture the Society's values of collaboration, integrity, and cultural restoration.
- Build trusting relationships across the team and foster a sense of consistency and belonging.
- Support internal communications, professional development logistics, and performance tracking.
- Help maintain a safe and supportive space for staff of all backgrounds, especially Indigenous team members.

What We're Looking For

- Strong professional judgment and a deep sense of integrity and confidentiality.
- Experience in office and HR management, preferably in a non-profit, public sector, or Indigenous governance context.
- A natural host: warm, professional, and deeply respectful of Indigenous protocols and guests.
- Exceptional organization and attention to detail—able to create seamless operations and anticipate needs.
- Excellent written and interpersonal communication skills.
- Proficiency with Microsoft Office.
- Willingness to grow with the organization and take initiative.

Benefits

- Extended Health and Dental Plan
- Paid Vacation
- Paid employee development
- Supportive, flexible work environment
- Indigenous candidates may be eligible for tax exemption under TD1-IN standards

How to Apply

Submit your resume and cover letter to ceo@brrsociety.org. Applications will be accepted until the position is filled.

Priority will be given to candidates from Blueberry River First Nations and surrounding Treaty 8 communities, in accordance with Section 42 of the BC Human Rights Code, the Truth and Reconciliation Commission's Call to Action 92, and Article 21(2) of the UN Declaration on the Rights of Indigenous Peoples.