

Human Resources Professional



Fort St. John, BC

About Us and Why We're Hiring

We're Blackbird Environmental LP, a majority Doig River First Nation-owned environmental consulting partnership based in Fort St. John. Our team combines Blackbird's professional expertise with DRFN's deep stewardship values and cultural connection to these lands. For more than a decade, Blackbird has been one of the Peace Region's most trusted environmental partners, and now with DRFN's ownership, our roots go even deeper.

As Blackbird has grown, so has our team, our systems, and the complexity of supporting people well. Until now, HR responsibilities have been shared across our leadership group. That approach has worked, but we've reached a point where dedicated follow-through, consistency, and experienced HR judgment will make a real difference for our people and our leaders.

We're looking for a humbly confident fractional HR professional to join our team and help strengthen how we support employees, managers, and leadership. This is a flexible, part-time role with meaningful influence, and could be structured as either an employee or a contractor.

Requirements (these are real, actual requirements*)

- 3+ years of hands-on experience in human resources
- Practical experience advising on performance management, employee relations, and sensitive HR matters
- Working and applied knowledge of BC Employment Standards and WorkSafeBC processes
- Demonstrated judgment, clear communication, and a calm, thoughtful approach to complex people issues

Experience supporting growing organizations, professional services firms, or values-driven workplaces is a strong asset.

*If you don't check every box but feel strongly that this role fits your experience and how you like to work, we encourage you to apply anyway. We care a lot about fit, judgment, and how people show up — not just resumes.

We also have an overarching requirement when it comes to joining our team: our core values have to really click with you. There's just three of them: Prioritize People, Build Trust, and Pursue growth.

We try hard to live our Core Values every day at Blackbird, and we mean it when we say we are an equal opportunity employer. We believe that a diversity of backgrounds, abilities, beliefs, and experiences are critical to our success, and we are passionate about creating a welcoming, supportive, and collaborative environment for all employees. All are encouraged to apply as we continue to grow a smart and diverse team who loves working together to build something that matters.

We work hard to make working at Blackbird a great experience and have a team of truly exceptional people - the kind you'll be excited to work with.



How you'll work at Blackbird

We work hard to make working at Blackbird a great experience and have a team of truly exceptional people - the kind you'll be excited to work with. Here's how we operate:

Living in the BC Peace Region

We're based in Fort St. John, BC. We're open to remote, fractional HR support - particularly where it helps managers and supervisors navigate performance management, employee relations, and day-to-day people issues. That said, the ability to provide local, in-person support (especially for onboarding and relationship-building with new team members) is a strong asset and will be considered a major advantage.

No Crazy Hours

This is a fractional role by design, expected to average 8-16 hours per week, with flexibility as needs ebb and flow. We're focused on steady, sustainable support rather than constant availability.

Flexibility and Trust

You'll have autonomy in how you structure your time, with clear expectations and support from leadership. Long-term fit and continuity matter more to us than rigid schedules.

What Success Looks Like

You'll support Blackbird's leadership team and employees by helping create a workplace where people feel clear, supported, and able to do their best work. Success in this role is reflected in employees understanding what's expected of them, feeling confident about where to go for guidance, and experiencing consistent, thoughtful support throughout their time at Blackbird. Onboarding becomes a strong first experience, where new team members feel welcomed, well-oriented, and set up for success from day one through their first months with the team.

You'll work closely with leadership to bring consistency and follow-through to how we manage performance, support growth, and address challenges as they arise. This includes providing steady, practical guidance on performance conversations, helping leaders navigate sensitive situations with confidence and care, and supporting the organization through WorkSafeBC-related matters when they occur. Over time, our people systems, including 15Five and Trainual, are well maintained and actively used as tools to support clarity, feedback, and development rather than as administrative checkboxes.

A sign of success for us is also that trust grows across the organization. Managers feel supported rather than second-guessed, employees feel treated fairly and with respect, and leadership has confidence that HR considerations are being handled thoughtfully and consistently. In this role, you help ensure that how we support people continues to reflect Blackbird's values, even as we grow, allowing the team to focus on meaningful work while knowing that the foundations underneath them are strong.



A Day in the Life...

No two days in this role look quite the same. You might start your day by checking in on ongoing HR items, reviewing upcoming onboarding milestones, or preparing for a performance conversation that a manager has asked for support with. Some days are quieter and focused, allowing time to review and update employee-facing documentation in Trainual or ensure that 15Five cycles are running smoothly and set up in a way that supports clear, meaningful feedback.

Other days involve more direct collaboration. You may spend time in the office welcoming a new team member, walking them through their first days at Blackbird, and helping them understand not just the logistics of their role, but how we work together as a team. You might sit down with a manager to think through a performance concern, help frame a constructive conversation, or provide guidance on next steps following a WorkSafeBC-related incident.

Throughout the week, you move comfortably between practical problem-solving, thoughtful documentation, and relationship-building. You balance structure with flexibility, helping ensure that people feel supported while systems stay consistent and reliable. By the end of the day, you've helped remove friction, added clarity, and strengthened the foundation that allows Blackbird's team to focus on meaningful work, confident that they're being supported in a fair, thoughtful, and human way.

Compensation Package

This role falls within our Admin & Support wage category and is expected to span Level B to Level C, depending on experience and how the role is structured. The hourly wage range for this position is \$30.00 to \$48.00 per hour.

This position can be structured as either a part-time employee or a contractor, depending on mutual fit and preference. Compensation will be structured accordingly.

For employees, the complete compensation package may include hourly wages, paid vacation and sick time, optional RRSP matching, and access to Blackbird's health spending account, prorated appropriately for part-time hours.

You're Our Ideal Candidate if You...

- Are an excellent self-manager with strong follow-through and attention to detail
- Communicate clearly and calmly, especially in sensitive or complex situations
- Are comfortable supporting managers, supervisors, and employees without needing formal authority
- Bring sound judgment and a practical, people-first approach to HR matters
- Value consistency, fairness, and clear expectations
- Prefer meaningful, hands-on HR work over corporate bureaucracy
- Are comfortable working part-time or in a fractional role and embedding with a team
- Enjoy helping people grow and succeed within a supportive, values-driven workplace



How to Apply

Step 1: Send a PDF cover letter introducing yourself and explaining why this role excites you. Include the word "people" somewhere.

Step 2: Answer these three questions in a separate document (one paragraph each):

1. What attracted you to this role at Blackbird, and why does fractional or part-time HR work appeal to you?
2. In your current or most recent role, what parts of the work do you enjoy most, and what parts do you find least rewarding?
3. Describe a situation where you supported a manager or team through a challenging people or performance issue. How did you approach it, and what did you learn from the experience?

Step 3: Attach your resume as a PDF (or a simple work/education history list).

Step 4: Please submit your application to dreamteam@blackbird.ca.

We can't wait to hear from you!

P.S.: If you're not interested in or available for this position, but know someone who is, we would really appreciate it if you passed this along!