



LEGAL COUNSEL

Legal



The Legal Counsel provides advice and support across a broad range of matters affecting Tsuut'ina Nation and its business entities.

Key Highlights:

- Full-Time position
- Provides legal advice on governance, commercial, and regulatory matters
- Drafts, reviews, and negotiates contracts and agreements
- Supports economic development and Nation-owned entities
- Works collaboratively within an in-house legal team

To Apply:

Email your resume to Jobs@tsuutina.com with "Legal Counsel REF#2601-22" in the subject line by February 5, 2026, at 11:59 PM MST

Requirements:

- Law Degree and membership in good standing with a Provincial Law Society
- 1-4 years of post-call legal experience
- Strong legal drafting, research, and analytical skills
- Ability to manage multiple files in a fast-paced environment
- Valid Driver's License and Oath of Confidentiality



SENIOR LEGAL COUNSEL

Legal



The Senior Legal Counsel provides legal advice and leads complex legal matters to support Tsuut'ina Nation's governance and business priorities.

Key Highlights:

- Full-Time position
- Leads complex commercial, governance, and employment law files
- Provides strategic legal advice to leadership and Boards
- Drafts and negotiates sophisticated agreements
- Oversees litigation and mentors junior legal staff

To Apply:

Email your resume to Jobs@tsuutina.com with "Senior Legal Counsel REF#2601-23" in the subject line by February 5, 2026, at 11:59 PM MST

Requirements:

- Law Degree and membership in good standing with a Provincial Law Society
- 5+ years of post-call legal experience
- Demonstrated ability to independently manage complex legal files
- Strong leadership, judgment, and communication skills
- Valid Driver's License and Oath of Confidentiality



EXECUTIVE ASSISTANT

Off Reserve Residency



The Executive Assistant provides high-level administrative, coordination, and records support to ensure efficient and professional program operations.

Key Highlights:

- Full-Time position
- Provides administrative and office support
- Coordinates correspondence, records, and confidential files
- Supports scheduling, reporting, and program documentation
- Acts as a key point of contact for internal and external stakeholders

To Apply:

Email your resume to Jobs@tsuutina.com with "Executive Assistant REF#2601-24" in the subject line by February 10, 2025, at 11:59 PM MST

Requirements:

- High School Diploma or GED (post-secondary education in office administration is an asset)
- Significant administrative or executive support experience
- Strong organization, communication, and interpersonal, and confidentiality skills
- Proficiency in Microsoft Office
- Valid Driver's License, and reliable transportation
- Criminal Record Check, and Vulnerable Sector Check.