

COUCHICHING FIRST NATION EMPLOYMENT OPPORTUNITY

Human Resources Coordinator Couchiching First Nation



Couchiching First Nation is seeking a Human Resources Coordinator to join our Human Resources team. Reporting to the Human Resources Manager, this role is the first point of contact for HR inquiries and plays a key role in recruitment, onboarding, employee relations, health and safety, benefits administration, and HR reporting. This role provides ongoing support while working collaboratively to support the implementation of HR strategies, policies, and programs, and ensuring services are delivered effectively to meet organizational needs.

The successful candidate will demonstrate strong communication skills, attention to detail, and problem-solving skills. This is an excellent opportunity for someone who wants to play a key role in supporting team members, the HR department, and the leadership team.

Applicants must meet the following criteria:

- Diploma or Degree in Human Resources, Business Administration, or a related field.
- While a post-secondary education is preferred, candidates with a combination of relevant experience and education may also be considered.
- 2 years experience working in Human Resources, preferably in a coordinator, administrator or generalist role.
- Experience working with Indigenous communities and/or organizations is preferred.
- Knowledge of human resources functions, processes, policies, and best practices.
- Knowledge of Employment Standards, Workplace Health & Safety and Human Rights legislation.
- Understanding and respect for Couchiching First Nations culture, traditions, practices, and lifestyles.
- Excellent communication, interpersonal, and collaboration skills.
- Strong organizational skills with the ability to prioritize tasks in a fast-paced environment.
- High level of attention to detail and accuracy.
- Proficient in the use of Microsoft Office Suite and administrative software; experience with document management and workflow systems is an asset.
- Demonstrated understanding of confidentiality protocols and the ability to handle sensitive information with discretion and professionalism.
- Ability to provide a Criminal Record Check.
- Ability to speak Ojibway is considered an asset.
- Commitment to maintain the highest level of confidentiality at all times.

Deadline: Open until filled.

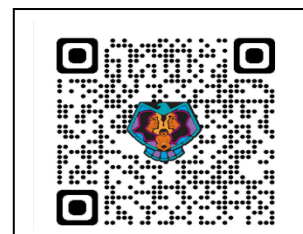
How to Apply:

Applicants should include their resume, cover letter and 3 references. References must include three employment related references and written permission to contact those references. You can submit your application to Couchiching First Nation Human Resources by email, mail, or in person.

By Email: recruitment@couchiching.ca

Postal mail, or in person at:

Human Resources: Couchiching First Nation
RMB 2027, RR2, Fort Frances, Ontario P9A 3M3



All suitable, qualified Couchiching Band members shall be given first preference.

While we appreciate all who apply, only those selected for an interview will be contacted.

All late applications will be returned unopened.

All incomplete applications will be returned to the applicant.

*CFN welcomes applicants from people with disabilities. Accommodations are available upon request.
for candidates taking part in all aspects of the selection process.*