

# COUCHICHING FIRST NATION EMPLOYMENT OPPORTUNITY



## Human Resources Generalist Couchiching First Nation

Couchiching First Nation is seeking a Human Resources Generalist to lead the day-to-day operations of our Human Resources Department. Reporting to the Director of Human Resources, this pivotal role translates HR strategy into operational action, ensuring that recruitment, employee relations, benefits administration, and other programs support our community's goals and values.

The HR Generalist provides leadership and technical guidance to the HR team while serving as a key resource for managers and supervisors across the organization. This position is ideal for a proactive professional who excels at solving complex workforce challenges, fostering a respectful workplace culture, and ensuring high-level service delivery in a fast-paced environment.

Applicants must meet the following criteria:

- Diploma or Degree in Human Resources, Business Administration, or a related field. CIHRP (Certified Indigenous Human Resources Professional) designation is considered an asset.
- While a post-secondary education is preferred, candidates with a combination of relevant experience and education may also be considered.
- 3-5 years' experience working in Human Resources, preferably in a management 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 and Human Rights legislation.
- Understanding and respect for Couchiching First Nations culture, traditions, practices, and lifestyles.
- Exceptional leadership and people management skills with a proven ability to mentor and develop a team.
- Excellent communication, interpersonal, and collaboration skills with the ability to handle conflict resolution with professionalism.
- 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.

**Deadline:** March 29, 2026, by 4:00PM CST.

### 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](mailto: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.*