



Job Opportunity: Human Resources Coordinator

Who We Are

The Mikisew Cree First Nation (Mikisew) has lived on the ancestral lands of the Athabasca Delta and Wood Buffalo National Park in northeastern Alberta since time immemorial. The lives of our members are linked to the land and to a close understanding of traditions, history and a natural way of life. Many of our members live in the hamlet of Fort Chipewyan, and our traditional lands range over a large portion of Athabasca oil sands deposits. For nearly 30 years, Mikisew Group, our wholly owned business arm, has worked toward the long-term, sustainable economic progress of our Nation and its members through employment and significant investments in education, training, social programs, and infrastructure.

We are currently looking to hire a Full Time **Human Resources Coordinator** who will be responsible for planning, organizing, directing, and evaluating the human resources functions for Mikisew Cree First Nation. The Human Resources Coordinator must be a motivated individual who is a self-starter and works well in a team environment.

The Human Resources Coordinator must be able to interact with staff at all levels in a fast-paced environment and will provide support on all matters pertaining to Human Resources. The successful candidate will be required to actively recruit for Mikisew active positions while identifying staffing levels. The HR Coordinator must be able to critically think and offer solutions with a high level of professionalism and confidentiality.

Who You Are

We are looking for an enthusiastic and energetic Human Resources Coordinator who can streamline the HR functions, effectively communicate information to key stakeholders and employees, deal with changing priorities on the fly, and can solve tough problems.

You have 3-5 years Human Resources experience in a HR Coordinator or Generalist capacity. You have post-secondary education specializing in Human Resources, Business Administration, or Business. The ideal candidate is proficient in MS Office programs such as Word, Excel, PowerPoint to draft and communicate information.

- Administer progressive disciplinary action in accordance with policies.
- Conduct workplace investigations and assist with conflict resolution.



- Help support the leadership team with coaching staff on key workplace matters such as performance management, employee relations and succession planning.
- Ensure organizational compliance with HR related policies, procedures and in accordance with Alberta Employment Standards Act and Human Rights Law.
- Review all documents, job descriptions, and HR correspondence for grammar, and spelling; make edits as necessary.
- Demonstrated ability to meet strategic objectives for HR and the organization.
- Provides support with coordinating and managing all activities related to corporate events as required.
- Must have the ability to maintain a high level of confidentiality of information and records
- Ability to work well under pressure
- Assisting with managing and maintaining deliverables requirements, participating in workplan and budget development including proposal writing.

Qualifications

- A minimum High School diploma or GED is required.
- Post-secondary Degree or diploma specializing in Administration, Business Administration, or a related field is an asset.
- Minimum of 3-5 years of experience in a similar role.
- Solid understanding of standard office administration practices and procedures.
- Typing speed of 45-50 WPM and a solid working knowledge of Microsoft Office – Office 365 (Excel, Word, PowerPoint, Publisher).
- Knowledge of First Nations communities.
- Proven experience in building working relationships with First Nations communities and partners.

Other Requirements

- Possess valid Class 5 AB driver's license and own or access to a vehicle.
- Willingness and ability to travel to Fort Chipewyan as required
- Willingness and ability to work after hours and/or weekends when required.
- Willingness to submit to oath of confidentiality.
- Willing to work flexible schedule. Combination of working remotely, in-office, and at community locations.
- Must provide and possess a clear criminal record vulnerable sector check.
- Ability to speak and/or understand the Cree language (or another applicable First Nation language) would be beneficial.

How to Apply



If you or someone you know is interested, please send your resume to betty@impacthr.ca. Application deadline is, until a suitable candidate is found.

We thank all who apply but we will only be contacting those selected for an interview. Thank you!