



Job Opportunity: Human Resources Director

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 Director** to support with strategic HR initiatives to support Mikisew. This opportunity will be a full-time permanent position and responsible for providing strategic Human Resources support to council in all Human Resources Functions.

The Human Resources Director will be responsible for developing and implementing strategic practices that develops its people in a manner that supports continued success. You will oversee all aspects of Human Resources including employee relations, compensation and benefits, performance management and training and organizational development.

Who You Are

A strategic Director who can contribute to the organizational growth while developing strong professional relationships. You are a great communicator and can help inspire an inclusive work environment.

- You have 5-7 years of progressive and diverse experience in human resources with at least 5 years of leadership/management.
- You have post-secondary education specializing in Administration or Business.
- Chartered Professional in Human Resources (CPHR) is preferred.
- The ideal candidate is proficient in MS Office programs such as Word, Excel, PowerPoint to draft and communicate information.



- Thorough knowledge of Alberta Employment Standards and the Alberta Human Rights Act

Qualifications

- Post-secondary Degree or diploma specializing in 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.
- Working experience managing multiple calendars.
- 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!