



## **EMPLOYMENT OPPORTUNITY**

### **Human Resources Coordinator Internal and External Competition**

**Full-time, Permanent position  
(Ottawa or open to remote work within Canada)  
Deadline for applications: January 27, 2023 (or until filled)**

#### **About FNIGC**

The First Nations Information Governance Centre (FNIGC) is a non-profit organization that envisions every First Nation achieving data sovereignty in alignment with its distinct world view.

FNIGC supports the development of information governance at the First Nations community level through regional and national partnerships. In addition to serving the information, research, training, and capacity development needs of First Nations people and communities, FNIGC is home to several national surveys.

FNIGC believes that quality information collected *by First Nations people for First Nations people* has the power to change lives, by influencing knowledge-based decision-making and inspiring effective policy and programs for all First Nations communities.

The successful candidate will be eligible for flexible work hours, remote work, a competitive salary, benefits package, pension plan, and generous paid time-off benefits.

#### **About the Role**

Reporting to the Human Resources Manager, the Human Resources Coordinator is responsible for all day-to-day transactional human resources activities and providing ongoing administrative support to the Human Resources Manager. The Human Resources Coordinator is responsible to maintain all employee records including updates to payroll, benefit and other employee information. They are a resource for recruitment and onboarding and are the primary resource for employee questions related to policies, procedures and benefits.

The Human Resources Coordinator duties include:

- Recruitment & Onboarding
- Payroll & Benefit Administration
- Health & Safety
- Human Resources Administration
- HR Records

## **PRIMARY DUTIES AND RESPONSIBILITIES**

### **1. Recruitment & Onboarding**

- a) Assist with developing job postings and posting them on job boards and other recruiting sites as directed by the Human Resources Manager
- b) Attend job fairs or other events to promote the organization to job seekers
- c) Assist with reference checks and other employment related administrative tasks
- d) Maintain all recruitment databases and track candidate information
- e) Prepare employment offers for new hires and ensure that their information is distributed to payroll
- f) Actively participate in Onboarding activities to welcome new employees to the organization

### **2. Payroll & Benefit Administration**

- a) Collect all payroll related information for each pay period including (student) timesheets, status changes, new hire information for the Human Resources Manager to review prior to delivering it to the finance department
- b) Insured Benefits and Pension Plan
  - o Ensure that eligible employees are enrolled in benefit programs within the established timeline
  - o Ensure updates are made when there are salary or other status changes
  - o Ensure employee departures are appropriately documented
- c) Provide feedback from employees regarding payroll and benefits to the Human Resources Manager
- d) Attendance tracking (Dayforce)
  - o Create accounts for new staff
  - o Keep job titles and reporting relationships up to date
  - o Prorate accruals for part-time staff

### **3. Health & Safety**

- a) Act as an alternate to the Human Resources Manager on the Health & Safety Committee
- b) Maintain a Health & Safety resource library that is accessible to all employees
- c) Research health and safety topics and support campaigns or training organized by the Human Resources Manager
- d) Actively promote safety throughout the organization

### **4. Human Resources Administration**

- a) Input all changes and revisions to policies, procedures and practices and update the human resources policy suite, as directed by the Human Resources Manager
- b) Act as the primary point of contact regarding human resources questions for employees, managers
- c) Take notes, prepare correspondence and produce other written documents as directed by the Human Resources Manager

### **5. HR Records**

- a) Maintain an organized, secure and functional filing system for all employee records
- b) Track all employee changes
- c) Archive files in accordance with legal requirements and purge outdated materials
- d) Regularly review files and eliminate old documents and data
- e) Ensure that all human resources reference material is catalogued, current and accessible
- f) Maintain knowledge of privacy legislation regarding personal information

## **Job Requirements**

1. Experience handling confidential business matters and information with tact and discretion
2. Excellent organizational and time management skills to effectively handle issues simultaneously and meet scheduled timelines
3. Strong administrative skills including record-keeping, note-taking, correspondence, proof-reading, document updating, file-management
4. Ability to work independently and in a team environment
5. Strong verbal and written communication skills
6. Excellent interpersonal skills and ability to develop positive working relationships both internally and externally
7. Detail-oriented and able to work with a high degree of accuracy
8. Knowledge of human resources systems and databases
9. Full working knowledge of corporate office policies and procedures
10. Exceptional knowledge of the Microsoft Office suite including Word, Excel, PowerPoint, Outlook and Internet
11. Ability to work in a fast-paced environment and handle a number of issues simultaneously

## **Education and Experience**

1. A minimum of 3 years of progressively related work experience
2. College diploma in human resources or related field, or an equivalent combination of education and recent relevant work experience
3. A Certified Human Resources Professional (CHRP) or Certified Indigenous Human Resources Professional (CIHRP) or similar designation is preferred with membership in good standing with the professional association.
4. Strong knowledge of provincial employment legislation in Ontario and other jurisdictions, as required, and HR Best Practices
5. Experience working with First Nations and with non-profit organizations would be an asset
6. First Nations lived experience is an asset
7. Bilingualism is an asset

## **Application Information**

We invite qualified candidates to send their résumé and cover letter telling us why you think you'd be a great addition to the FNIGC team to [recruitment@fnigc.ca](mailto:recruitment@fnigc.ca) by January 27, 2023, or until the position is filled.

As preference in hiring will be given to First Nations candidates, applicants are encouraged to self-identify. FNIGC is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.