



Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Government

HUMAN RESOURCES COORDINATOR (HRC)

The Human Resources Coordinator (HRC) is a key member of the HR team, working closely with the CHRO and HR Generalist to deliver efficient, people-centered HR services. The HRC plays a hands-on role in coordinating recruitment, onboarding, HRIS data management, benefits administration, and employee engagement initiatives. This position is based in the Campbell River Administration Office.

In addition to Coordinator-level responsibilities, the role incorporates some administrative and organizational tasks to support the needs of a small HR team, such as record-keeping, scheduling, and event coordination. Success in this role means ensuring HR processes run smoothly, projects are tracked and completed, and employees receive timely and accurate support, while keeping strategic policy development and employee relations issues within the scope of the HR Generalist and CHRO.

DUTIES & RESPONSIBILITIES

The duties & responsibilities of HRC include (but are not limited to):

- Coordinate full-cycle recruitment, including job postings, applicant screening, interviews, and candidate communications
- Organize and facilitate new hire onboarding, paperwork, and orientation
- Maintain HRIS and personnel files with accuracy and confidentiality; generate HR reports as needed
- Track and process employee benefits, leave, and related inquiries
- Assist with HR policies, compliance initiatives, and mandatory training
- Support performance review scheduling and staff training/development opportunities
- Coordinate employee recognition programs, wellness initiatives, and staff events
- Respond to employee inquiries, draft HR correspondence, and provide backup support to the HR team

EDUCATION & EXPERIENCE

- Post-secondary credential in Human Resources (certificate or diploma) or related field – *Required (or currently enrolled in a HR program and working toward an HR credential)*
- Graduated grade 12 – *preferred*
- Minimum 1 year of experience in an HR support role – *required*
- Knowledge of HR practices, recruitment, and employment legislation
- Proficiency in Microsoft Office and Google docs; & experience with HRIS systems – *Asset*
- Training in WHMIS, Violence & Harassment Prevention, and Occupational First Aid Level 1 – or willingness to obtain

- Experience working in a First Nation government or Indigenous organization – *Strong asset*
- CPHR Candidate designation – *Asset*

OTHER

- Willing and able to travel regionally (including by boat, plane, or remote roads); some overnight travel - *Required*
- Valid Class 5 driver's license, clean driver's abstract, and reliable vehicle
- Current WHMIS, First Aid, and Violence & Harassment Prevention Training (or willingness to obtain)
- Must follow all applicable KCFN, provincial, and federal laws, including occupational health and safety regulations
- Must adhere to all current and future KCFN policies and procedures
- Acceptable Police Information Check - *Required*

DATE POSTED: Aug 21/25

START DATE: ASAP

STATUS: F/T, Permanent (21 hrs per week)

CLOSING DATE & TIME: Sept 4, 2025, 4:30pm

WAGE: Based on Education & Experience

BASED OUT OF: Campbell River

TO APPLY: E-mail cover letter & resume to: *Madelyn Mason, Human Resources Generalist*, at madelynm@kcfirstnations.com citing "**HRC**" in the subject heading of your e-mail.

In accordance with the Canadian Human Rights Act, preference may be given to Indigenous applicants.

We thank all those who apply, however only those shortlisted will be contacted for interviews.