



NETMIZAAGGAMIG NISHNAABEG

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Employment Opportunity

Recruitment and Retention Coordinator (Full-time Permanent)

Netmizaaggamig Nishnaabeg is seeking a dedicated Recruitment and Retention Coordinator to support our hiring process and implement retention strategies. Reporting to the HR Manager, this role focuses on attracting, onboarding, and retaining qualified employees to build a strong workforce. The successful candidate will work closely with hiring managers, employees, and community partners to ensure recruitment and retention efforts align with organizational goals and policies.

Qualifications:

- A diploma or degree in Human Resources, Business Administration, or a related field, or an equivalent combination of education and experience.
- 1-2 years of experience in Human Resources, recruitment, or a related field, preferably within a First Nations organization.
- Knowledge of employment laws, HR best practices, and Indigenous workforce development.
- Strong communication, organizational, and problem-solving skills.
- Experience with HR software, including Applicant Tracking Systems (ATS) and Human Resources Information Systems (HRIS), is an asset.
- Ability to handle confidential information with professionalism.
- Understanding of First Nations culture and traditions is an asset.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and other HR-related tools.

Responsibilities:

- Assist with job postings, candidate screening, interview coordination, and reference checks.
- Facilitate a smooth onboarding process, ensuring new hires receive the necessary orientation and training.
- Develop relationships with local schools, training institutions, and employment agencies to support recruitment efforts.
- Schedule and coordinate pre-employment requirements.
- Support hiring managers in interview preparation, ensuring structured and consistent interview processes.
- Maintain an updated candidate database and track recruitment activities.
- Support initiatives that promote employee retention, including recognition programs and workplace wellness efforts.
- Conduct exit interviews to gather feedback and recommend improvements.
- Collaborate with managers to identify workforce challenges and develop solutions to improve job satisfaction.
- Organize engagement activities and training sessions within regular work hours.
- Ensure compliance with employment policies, labor laws, and workplace standards.
- Maintain accurate and confidential records related to recruitment and retention.



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- Assist in the development and implementation of HR policies that support employee retention and career growth.
- Provide guidance to employees and managers regarding HR-related matters.
- Work on developing and implementing training programs to support employee growth and skill development.

Other Requirements:

- Office-based position, with occasional work in other locations around the community as needed.
- May require minimal travel for job fairs, training, or recruitment events.
- Standard office hours with flexibility as needed for recruitment activities.

CLOSING DATE: February 5th, 2025

Please send a cover letter, resume, and three professional references to:

Trisha Brinklow

Human Resources Manager

Email: trisha.brinklow@picmobert.ca

Phone: (807) 822-2134 ext. 216

Potential candidates will be required to provide a police record check, including a vulnerable persons check, and complete a drug screening test prior to any offers of employment. We thank all applicants for their interest; however, only those selected for an interview will be contacted.