



**Membertou**  
WELCOMING THE WORLD!

## **Employment Opportunity**

**Job Title:** Human Resources Director (Full Time)  
**Department:** Human Resources  
**Reports To:** Executive Director / Chief Operating Officer

Reporting to the Chief Operating Officer and Executive Director, the Director of Human Resources is a key member of the Senior Leadership Team who leads a team that provides both operational and strategic human resources support to the organizations within Membertou. This position is accountable for planning, leading, directing, developing and coordinating the policies, activities and staff of the Human Resources Department, ensuring legal compliance and implementation of Membertou's mission, values and strategy.

### **Overview of Major Responsibilities:**

- Ongoing coordination and management of Human Resources activities.
- General inquiries and communications related to Human Resources.
- Human Resources logistics.
- Management of various Human Resources projects.
- Supervise Human Resources staff.
- Maintain Human Resources budget.
- Strategic planning.

### **Qualifications:**

- A minimum of ten (10) years' experience in Human Resources Management;
- Preferred candidates will have a degree in Human Resources or related discipline;
- Ability to analyze organizational behavior as well as human behavioral characteristics and motivations;
- Self-confident and professionally tactful to be able to stand your ground and convictions in the face of opposing opinions;
- Display leadership qualities and behaviors;
- Proficient in MS Office;
- Knowledge and understanding of the Mi'kmaw culture, values and traditions is an asset;
- CHRP designation will be considered an asset.

*Preference is given to Indigenous peoples in accordance with the Aboriginal Employment Preferences of the Canadian Human Rights Commission.*

**\*\*\*A full job description can be obtained by contacting Celia Marshall at the Membertou Band Office Front Desk.\*\*\***

**To Apply:** Submit your cover letter and résumé to:

*Membertou Administration Department  
Attention: Celia Marshall  
47 Autwen Ma'sl Awti  
Membertou, NS B1S-2P5*

Or via E-mail to: [celiamarshall@membertou.ca](mailto:celiamarshall@membertou.ca)

**DEADLINE FOR APPLICATIONS: Friday, April 25<sup>th</sup>, 2025 at 4:30 PM AST.**

*Thank you for applying, however, only those selected for an interview will be contacted.*

*Membertou reserves the right to pause, extend or revoke this posting at any time without notice.*