



Membertou

WELCOMING THE WORLD!

Employment Opportunity

Job Title: Human Resources Coordinator (Term-12 Months)
Department: Human Resources
Reports To: Director of Human Resources
Salary: \$46,000 Annually

Purpose:

Reporting to the Director, the Human Resources (HR) Coordinator is a key member of the HR department who actively promotes the daily activities and supports the strategic direction of HR services at Membertou.

Overview of Major Responsibilities:

- Assist in the coordination and management of Human Resources activities, including HR related requests and inquiries.
- Maintaining confidential, accurate, and up to date employee files.
- General inquiries and communications related to Human Resources staff and community members and provide information, as needed.
- Assists in the administration and communication of sound policies and practices for Membertou and ensures compliance with applicable HR laws, policies and regulations.
- Acts as a subject matter expert relative to employee data maintenance/attendance/time offs.
- Tracking and scheduling HR processes including employee anniversaries, probationary periods, reviews, milestones, etc.
- Facilitate, support and track training for employees.
- Responds to inquiries and advises department managers of rules and guidelines surrounding employee data transactions for employee actions, including hire, status changes, transfers, promotions, terminations and leaves.
- Assists in investigating issues/complaints with key stakeholders and provides recommendations to address the deficiencies.
- Maintains knowledge of trends, best practices, regulatory changes and new technologies in HR, talent management and employment law.
- Assist in the recruitment, selecting, orienting, and training of employees.
- Promotes the Membertou's organizational culture, values and reputation with all employees through coaching and collaboration.
- Promotes a diverse and inclusive work environment, free of discrimination and harassment.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain, support and improve Membertou's Quality Management System as it relates to job related duties and/or department.
- Other department related duties are as required by the Director.

Qualifications:

- Degree or Diploma in Human Resources Management or Business Administration (HR Concentration or related field of study) from a recognized educational institute.
- 2+ years' experience in a Human Resources role in medium to large scale business.
- A minimum of 2+ years' experience in people management.
- Excellent communication skills in both verbal and written form.
- Self-directed and independent but also experienced in working effectively as a member of a team.
- High level of professionalism, including in strained environments.
- Ability to discern work-related situations.
- Demonstrated commitment to continued education and learning to maintain and build knowledge of HR best practices and policy requirements.
- Ability to lead, motivate, mentor and empower employees to perform at their highest capacity.
- Excellent analytical and problem-solving skills.
- Proficiency in Microsoft Office /HRMS/HRIS/Other HR software.
- Knowledge and experience of the Mi'kmaq culture would be considered an asset.

Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission

Working Conditions

Physical Environment

An office environment with a workstation that is comfortable, temperature controlled, and well-lit. Equipment for use is up to date and well maintained.

Physical Effort

Majority of work hours are spent sitting in an office chair, with frequent opportunities to move around. The incumbent will occasionally need to move or lift objects (up to 25 lbs.) such as office supplies, equipment, files or boxes. At times, this position may be required to walk to other offices or buildings.

Sensory Attention

This position requires keen listening and observational ability due to the nature of discussions with staff and the community. It also requires strong analytical and critical thinking skills in order to assess various human resources related situations, as well as efficient reading and writing abilities to create and review large volumes of documents, including emails, memos, procedures and policies.

*****A full job description can be obtained by contacting a member of the Membertou Human Resources Department. *****

Cover letters and resumes can be submitted to:

Membertou Human Resources Department

Attention: Scott Thomas

47 Autwen Ma'sl Awti

Membertou, NS B1S-2P5

Or via e-mail to: jobs@membertou.ca

Deadline for applications: Friday, October 24th, 2025, at 4:30 pm AST

Thank you for your interest; 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.