



Human Resources Coordinator

6 months part-time with possibility of extension

Job Description

Mi'gma'we'l Tplu'taqnn Incorporated (MTI) is a not-for-profit organization created by the Mi'gmaq First Nations in New Brunswick. Its objectives include promoting and supporting the recognition, affirmation, exercise, and implementation of Aboriginal and Treaty rights; the right of self-determination; political, cultural, economic, educational and social development; justice and equity; wider respect and understanding; and general awareness of its member communities and their Mi'gmaq laws, rights, values, traditions, customs and practices.

The **Human Resources Coordinator** is a part-time position for a six (6) month term but there is the possibility for an extension. This position includes, but is not limited to, the following key job functions and responsibilities.

Key Responsibilities

- Under the oversight of the Executive Director and Director of Administration, address all day-to-day Human Resource matters;
- Support in the management and effectiveness of support services within various departments in MTI;
- Ensure policy implementation and adherence, under the oversight of the Executive Director and Director of Administration;
- Act to support various MTI departments when necessary;
- Assist in organizing community workshops on topics relating to MTI operations and policies;
- Assist in the presentation of information and updates to Chiefs through in-person meetings and written reports;
- Provide support to Chiefs and Negotiators on operational matters, when necessary;
- Work with other MTI staff, consultants and advisors as required;
- Ensure that MTI policies and procedures are followed; and
- Other matters as may be directed by the organization.

Mi'gma'we'l Tplu'taqnn Incorporated

**40 Micmac Road
Eel Ground, NB E1V 4B1**

**Phone: 506.627.4696
Fax: 506.627.4605**

The Candidate Shall:

- Have experience in Human Resources;
- Be a self-starter and able to work alone with minimal supervision;
- Have excellent written, spoken, organizational and presentation skills;
- Demonstrate adequate proficiency in computer skills, including computer applications such as Microsoft Office;
- Provide departmental reports and records when required;
- Be accessible by phone and email as required;
- Be willing to work flexible hours as needed;
- Be able to maintain expenditure controls; and
- Possess a valid, non-restricted, non-probationary drivers' licences, clean drivers' abstract and have access to a vehicle.

Asset Qualifications

Preference may be given to candidates that demonstrate:

- Knowledge of Aboriginal and Treaty Rights;
- Experience in strategic implementation of plans, policies and programs;
- A related university or college degree and demonstrated, relevant and practical experience supported by references.

Behavioural Competencies

The successful candidate will possess the following qualities:

- Team building, management and cooperation;
- Organizational awareness;
- Report writing and public presentations;
- Results orientated; and
- Strategic thinking.

Mi'gmawe'l Tplu'taqnn Incorporated is an organization dedicated to advancing the rights and interests of Mi'gmaq First Nations of New Brunswick. Candidates' knowledge of the Mi'gmaq language, culture and the Mi'gmaq First Nation communities of New Brunswick will therefore be given the highest consideration. In addition, Mi'gmawe'l Tplu'taqnn Incorporated may give preferential consideration to candidates who are members of one of the Mi'gmaq First Nation communities of New Brunswick.

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Salary: Salary will be based on experience of successful candidate.

Subject to the response to this competition, education and experience requirements may increase.

Please send your application to Robyn Augustine via email at robynaugustine@migmawel.org
Applications must be received by November 29, 2024, at 11:59pm.

We thank all those who apply however, only those selected for further consideration will be contacted. Candidates are responsible for the timely receipt of applications.

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