



Ndinawemaaganag Endaawaad Inc.

EMPLOYMENT OPPORTUNITY – Internal & External Posting

2024 - 041

Position:	Human Resources Assistant	Program:	Executive
Salary:	\$20.00 - \$25.00 per hour	Location:	650 Burrows
Classification:	Full Time, Administration	Hours of Work:	80 hours bi-weekly
Reports To:	Director of Human Resources	Closing Date:	Open until filled

General Responsibility: The Human Resources Assistant assists in the administration of Human Resource programs and initiatives including recruitment and selection, employee relations and policy administration. The Human Resources Assistant will provide full cycle Human Resource supports to the Director of Human Resources. The Human Resources Assistant assumes all duties and responsibilities in accordance with the organization’s philosophy, direction, and policy standards.

Specific Accountability:

- Maintain accurate HR records for organization in all departments. This includes employee recruitment, preparation of paperwork for new hires, new hire orientation, compliance with all provincial labour laws, maintaining schedule for employee reviews, and updating and maintaining current and develop new job descriptions for all positions.
- Assist with full-cycle recruitment and selection processes.
- Create, maintain and audit personnel files to ensure compliance with employment standards, legislation and regulatory requirements.
- Respond to inquiries regarding policies and procedures and best practices.
- Collaborate with all parties to develop a positive working relationship based on mutual respect, trust, and confidence.
- Create and maintain a positive organizational culture that supports employee participation.
- Promote workplace safety and health and ensure compliance with provincial regulations.
- Promotes and ensures that human resources are managed in a manner that is consistent with the mission, vision, values, and policies of the agency.
- Follow all policies and procedures as outlined in the Personnel Policy and site-specific manual.
- Performs other tasks consistent with this job description as per personnel policies and procedures that aligns with the support and growth of Ndinawemaaganag Endaawaad Inc.

Knowledge, Skills and Abilities Required:

- Knowledge of Indigenous cultural practices and protocols is required; Local knowledge is an asset.
- Have established and positive relationships with the Indigenous community of Elders, Knowledge Keepers, and agencies.
- Extensive knowledge of the history and culture of the Indigenous peoples of Manitoba

- A working knowledge of an Indigenous language is desirable.
- Must have the ability to develop rapport with youth and be seen as a source of guidance in ways that will encourage and support youth by maximizing promotion of learning about cultural ways.
- Comfortable in an environment that includes individuals who misuse substances and are resilient, living in vulnerable conditions.
- Knowledge of agencies, programs, and supports for the Indigenous community serving Indigenous youth.
- Proven success working within a team of both Indigenous and non-Indigenous members.
- Comfortable with public speaking.
- Be a good role model and mentor.
- Be actively involved in their community.
- Be a good listener, a good communicator, and be empathetic.
- Be committed to working collaboratively with youth, employees, and community.
- Other qualities considered to be an asset: trusting, approachable, kind, accepting, calming, sense of humour.
- Proficient computer skills, including Word, Excel, Outlook, and SharePoint.
- Subject to Criminal Record Check, Child Abuse Registry Check and Prior Contact Check.
- Valid Class 5 Drivers License.

Applicants are required to send a current resume with a cover letter clearly outlining your qualifications to:

Ndinawe Human Resources
Ndinawemaaganag Endaawaad Inc.
Email: recruitment@ndinawe.ca

***We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted. For this position, preference will only be given to First Nations, Métis, and Inuit applicants.**