



The Human Resource Department is seeking a Human Resource Coordinator. Wiikwemkoong Unceded Territory (WUT) Human Resource Department upholds the principals and ethics of Wikwemkoong's Gchi Naaknigewin, Wiikwemkoong's Children's Bill of Rights and Wiikwemkoong's Community Standards, ensuring culturally respectful and community centered human resource services. The Human Resource Coordinator will support the key functions, including recruitment, onboarding, employee engagement, benefits administration and policy compliance, while actively promoting Wiikwemkoong's values and commitment to Anishinaabe culture and traditions.

RESPONSIBILITIES

- Uphold WUT's Personnel, Finance, and Departmental Policies by following procedures, maintaining records, and ensuring accountability in all duties.
- Provide clerical and administrative support to the HR department, including maintaining employee records and handling HR-related inquiries
- Assist in the recruitment process by posting job postings, screening resumes, scheduling interviews, and facilitating the hiring process.
- Act as a liaison between employees and management, addressing employee concerns and resolving conflicts.
- Support wellness and cultural engagement activities to foster a positive workplace.
- Assist employees with benefits and pension plan enrollment and provide information on programs such as Employee and Family Assistance Program.
- Maintain confidentiality and compliance with federal regulation and WUT policies.
- Assist in updating HR policies to reflect community values and legal requirements.
- Maintain accurate employee records in HRIS systems.
- Prepare HR reports for management as required.

REQUIREMENTS

- Diploma in Human Resources, Business Administration, or related field.
- 1–3 years of HR experience preferred.
- Knowledge of Indigenous employment practices and cultural awareness is an asset.
- Strong communication and interpersonal skills to effectively interact with employees at all levels.
- Excellent organizational skills to manage multiple tasks and maintain accurate records
- Proficiency in MS Office and HRIS systems.
- Ability to understand and speak Anishinaabemowin is a definite asset.

Salary: \$83,851 Grade 8, Step 1

Posting: January 19, 2026

Location: On-site

Closing Date: Open Until Filled

Interested applicants are asked to submit a letter of application, current resume, copies of applicable diplomas or certificates and contact information from three work-related references including recent Supervisor.

Confidential: Human Resource Coordinator

Box 112, 19A Complex Drive, Wiikwemkoong Unceded Territory

Wiikwemkoong ON POP 2J0

erc@wiikwemkoong.ca

Note: Incomplete packages and late submissions will not be reviewed

Please submit copies as there is no return of submissions.

We thank all those that apply but only those selected for an interview will be contacted.