



# Tsq'escen' First Nation

## Administration

### *Human Resources (HR) Coordinator*

#### **Job Summary:**

*The Human Resources Coordinator supports the administration in delivering responsive and culturally grounded HR services. This position assists in all HR functions including recruitment, onboarding, employee relations, training coordination, performance management, and policy development. The role upholds Tsq'escen' First Nation's values of respect, inclusion, and wellness, ensuring all HR practices are aligned with community priorities, employment law, and Indigenous rights.*

#### **Duties/Responsibilities:**

1. Performs all duties and responsibilities in accordance with the Tsq'escen' First Nation policies, standards, and procedures and as directed by the Chief Administrative Officer.
2. Maintains confidentiality on all matters relating to the affairs of the Tsq'escen' First Nation.
3. Support recruitment processes: posting jobs, coordinating interviews, reference checks, and onboarding.
4. Maintain and update personnel files, HR database systems and organizational charts.
5. Coordinate employee orientation and ensure all onboarding documentation is complete and culturally appropriate.
6. Support the development and implementation of HR policies and procedures, ensuring alignment with legal standards and First Nations employment values.
7. Administer employee benefits and respond to staff inquiries regarding benefits, leave, and entitlements.
8. Track employee attendance, vacation, training and leaves using HR software or systems.
9. Coordinate staff professional development opportunities, including training plans, booking, and tracking certifications.
10. Assist with employee performance review processes and maintain related documentation.
11. Monitor compliance with employment laws, regulations, and internal policies.
12. Provide support in resolving workplace concerns and maintaining respectful workplace practices.
13. Assist with the coordination of staff meetings, wellness activities and team-building events.
14. Maintain confidentiality and ensure all HR records and data are securely stored.
15. Liaise with external HR consultants, service providers, and partners as directed.
16. Assist in the preparation of HR-related reports for the CAO or Council.
17. Promote Indigenous hiring practices and provide support to community members seeking employment with the Nation.
18. Perform other related duties as assigned by management

#### **Qualifications:**

- Experience working with or for a First Nation is an asset.
- Excellent verbal and written communication skills.
- High level of confidentiality and professionalism.
- Proficient in Microsoft Office Suite and HR Information Systems (HRIS).
- Strong organizational, problem-solving, and analytical skills.
- Ability to work independently and as part of a collaborative team.
- Commitment to inclusion, diversity, and Indigenous hiring strategies.
- Respect for and understanding of Indigenous cultures, traditions, and governance structures.

#### **Education/Requirements:**

- Post-secondary diploma or certificate in Human Resources, Business Administration, or a related field.
- Minimum three (3) years of experience in human resources or office administration.
- Knowledge of Federal employment standards and best HR practices.

#### **Skills and Abilities:**

- **Confidentiality & Ethics** – Maintains discretion and upholds organizational values; builds trust and works with integrity.
- **Interpersonal Skills** – Maintains professionalism in communication; addresses conflict respectfully and constructively.
- **Organizational Support** – Follows and improves internal policies; supports strategic goals of the Nation.
- **Problem Solving** – Approaches challenges thoughtfully; recommends solutions that are culturally safe and legally sound.
- **Teamwork** – Fosters a positive and collaborative work environment; supports fellow staff and management.

#### **Conditions of Employment:**

- Must be able to obtain and maintain a Criminal Records Check.
- Must be able to obtain and maintain a valid BC Driver's Licence.

- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to company vehicle is provided and requires a valid Driver's Licence.
- Travel to other related organization locations may be required.
- Receives moderate supervision with less frequent direction and occasional review of the work performed.

**Term:**                      **Full time**  
**Monday to Friday – 35 hours/ week**

**Hourly rate of Pay:**        **As per the TFN Salary Grid starting at \$27.53/hour (depending on experience)**

**Application Deadline:**    **Open until position is filled**

**Cover Letter & Resume sent to:**

**Delair Ignatius, Operations Assistant**  
Tsq'escen' First Nation  
Box 1030  
100 Mile House, B.C.  
[opsassist@tsqescen.ca](mailto:opsassist@tsqescen.ca)

**Note:**

***As per Section 4.2 (4.2.3) of the Tsq'escen' First Nation Human Resources Policy, preference may be given to applicants of First Nations, Métis, and Inuit ancestry.***

***Preference may also be given to applicants who can demonstrate knowledge and/or experience with our Secwepemc language, culture, history, and customs.***