



Employment Opportunity

Position: Human Resources Coordinator

Location: Rainy Lake Campus, or Manidoo Baawaatig (Kenora Campus).

Start Date: August 2025

Deadline: July 18, 2025

Wage: Up to \$40.00 / hour based on a 35 hour work week. Vacation leave, competitive benefits package and registered pension plan (RPP) included.

How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following:



Email:

Attn: Human Resources
Department

human.resources@7generations.org



Fax:

Attn: Personnel
Committee
(807) 274-8761



Mail:

Attn: Personnel Committee
Seven Generations Education
Institute
1452 Idylwild Drive, PO Box
297
Fort Frances, ON, P9A 3M6

Please direct any questions regarding this opportunity to the Director of Human Resources at: jordanf@7generations.org.

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.

Applicants who are members of one of the ten governing communities of SGEI are asked to identify this in their application.

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Human Resources Coordinator

Job Description

General description

The Human Resources Coordinator provides administrative support to the Human Resources and Finance teams in areas such as recruitment, onboarding, professional development training, employee records management, and health and safety. This role plays a key part in facilitating the onboarding and orientation process for new staff and helps ensure compliance with relevant legislation, organizational policies, and culturally appropriate practices. The coordinator will also support the integration of Indigenous values, including the Seven Grandfather Teachings, into HR processes to help foster a respectful and culturally safe workplace for our communities and staff.

Qualifications and skills requirements

1. Two-year post-secondary diploma in Human Resources Management or a related discipline required.
2. One to three years of field experience working with human resources or payroll functions.
3. Experience working with Indigenous organizations or public sector organizations preferred.
4. A combination of relevant education and experience may be considered on a case-by-case basis.
5. Proven ability to perform duties in a culturally appropriate and culturally sensitive manner.
6. Demonstrated knowledge, lived experience, and understanding of Treaty #3 Indigenous communities, including cultural practices, community dynamics, and protocols, to support culturally informed HR practices.
7. Knowledge of relevant privacy, employment, and contract law, with the ability to develop and manage employment contracts in compliance with legislation.
8. Knowledge of Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act, Accommodation for Ontarians with Disabilities Act (AODA), Pay Equity Act, Canada Labour Code, Personal Health Information Protection Act (PHIPA), Workplace Safety Insurance Act, Indigenous Institutes Act, and other applicable legislation as required.
9. Advanced communication skills, both written and verbal.
10. Proven ability to maintain confidentiality and professionalism at all times.
11. Ability to build and maintain strong working relationships.
12. Proven record ability to demonstrate initiative, and work independently, while also being able to work effectively as part of a team.
13. High degree of proficiency with Word processing and Spreadsheet software applications.
14. Knowledge of video conferencing software applications such as Zoom and Microsoft Teams is required.
15. Knowledge of payroll software and human resources information systems is preferred.
16. Excellent time management and organizational skills.
17. Knowledge of Anishinaabemowin is an asset.



Supervisor: Director of Human Resources

Job duties/responsibilities

1. Support the Director of Human Resources in ensuring that human resources initiatives are completed in line with organizational objectives.
2. As defined in policy, oversee the onboarding of staff including obtaining all required documentation and providing documentation to payroll and other departments as required.
3. Support HR practices that foster a workplace culture rooted in the organization's values and the Seven Grandfather Teachings with a focus on promoting respect, inclusion, and cultural safety.
4. Lead orientation processes, including, assigning required training and ensuring employees are familiar with organizational policies and procedures. Attend all campus locations to facilitate orientation of staff as required.
5. Maintain accurate staff records in the Human Resources Information System (HRIS), including entering employee information and tracking completion of performance reviews to ensure policy compliance.
6. Ensure all staff complete required onboarding, orientation, and training, and follow up with supervisors regarding any outstanding requirements or policy reviews.
7. As directed by the Director and Associate Director of Human Resources, schedule interviews and ensure panel members are provided with all required materials.
8. As directed by the Director and Associate Director of Human Resources, assist as a member of the interview panel.
9. As required, input data related to Human Resources department projects.
10. Support the Director of Human Resources in ensuring the implementation and communication of policies related to Human Resources Management, Compensation, Benefits and Occupational Health and Safety.
11. Support with the organization and planning of investigation and disciplinary meetings with staff and supervisors as required.
12. Provide recommendations to the Director, and Associate Director of Human Resources related to areas within the job scope of the position.
13. Ensure the confidentiality of employee records and employee information.
14. As directed, ensure that incident reports are completed and that all additional reporting including Joint Health and Safety Committees, Workplace Safety Insurance Board, and Ministry of Labour reporting, are completed. Develop and maintain a reporting system to ensure that information is completed in a timely manner.
15. Coordinate and implement a variety of Human Resources programs training, employee recognition, activities, and participate in the delivery and implementation of wellness and recreational programs.
16. Work with the Director, and Associate Director of Human Resources and the management



team of the organization to ensure compliance with the following legislation:

- a. Employment Standards Act
- b. Canada Labour Code
- c. Occupational Health and Safety Act
- d. Ontario Human Rights Code
- e. AODA
- f. Pay Equity Act
- g. PHIPA
- h. Workplace Safety Insurance Act
- i. Other legislation as applicable to the operation of the human resources department

17. Other duties may be assigned from time to time.

Relationships:

Internal

- Works directly with staff on a daily basis.
- Interacts with and reports to the Director of Human Resources or Associate Director when the Director is on leave.
- Works and collaborates directly with the Associate Director of Human Resources.
- Provides support to all supervisors, managers, Directors, and CEO.

External

- Interacts with external organizations, communities and agencies.
- Prepares reporting for government agencies.

Working Conditions:

- Incumbent works indoors in climate-controlled conditions.
- May be exposed to noise, and on rare occasions to behaviourally difficult students, clients, and members of the public.
- Normally seven (7) hour days with occasional overtime requirements.
- Frequent travel to other campus locations is required to conduct orientation.
- The position requires a high degree of concentration for moderate periods of time.
- Manual dexterity is required in the operation of computers, with moderate requirements to maintain speed and ensure accuracy.
- Incumbent varies between alternating positions of sitting and standing with the ability to change positions.
- Occasional lifting of up to 10 lbs required.

Conditions of Employment

- Provision of a satisfactory Vulnerable sector check as they will interact one on one with all staff in the delivery of onboarding training, including those who are under 18, or may



otherwise be considered vulnerable persons.

- Valid Ontario class 'G' driver's license.