



Employment Opportunity

Position: Associate Director of Human Resources

Location: Rainy Lake Campus

Start Date: November 2026

Deadline: October 21, 2026

Duration: Full-Time Permanent

Wage: \$83,918.00 to \$102,566.00 per year. Based on a 35-hour work week, vacation leave, competitive benefits package and registered pension plan 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 is preferred.**



Email:

Attn: Human Resources Department
human.resources@7generations.org



Mail:

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



Fax:

Attn: Personnel Committee
(807) 274-8761

Please direct any questions regarding this opportunity to **Vivian Kakekapetum, Director of Human Resources** at viviank@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.



Associate Director of Human Resources

Job Description

General description

The Associate Director of Human Resources serves as a strategic partner to the Director of Human Resources and collaborates closely with organizational leadership to advance human resources and organizational objectives. This position provides leadership across a broad range of human resources functions, including workforce planning, employee and labour relations, talent acquisition, training and development, compensation and benefits, performance management, and occupational health and safety.

As a key member of the management team, the Associate Director contributes to the development and implementation of strategic initiatives, policies, and programs that support organizational effectiveness and employee engagement. The position provides leadership in the execution of human resources projects, guides managers and supervisors on human resources matters, oversees the implementation of human resources policies and processes, and assumes departmental leadership responsibilities in the absence of the Director of Human Resources.

Qualifications and skills requirements

1. Three-year degree or diploma in Human Resources Management or a related discipline required.
2. 1-3 years of experience in human resources management or previous supervisory experience required.
3. Ability to obtain a Certified Human Resources Professional (CHRP) certification preferred.
4. A combination of relevant education and experience may be considered on a case-by-case basis.
5. Ability to manage employee issues and provide leadership in the absence of the Director of Human Resources.
6. Demonstrated ability to manage projects of small and medium scope, preferred.
7. Strong understanding of employment and contract law and the ability to develop and negotiate contracts.
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, and other applicable legislation as required.
9. Highly developed communication skills, both written and verbal.
10. Ability to build and maintain strong working relationships.
11. Proven track record demonstrating initiative and working independently, while also being able to work effectively as part of a team.
12. Strong understanding of recruitment and selection processes, and the proven ability to manage competitive hiring processes.
13. Experience developing human resources and occupational health and safety policies is an asset.



14. High degree of proficiency with Word processing and Spreadsheet software applications.
15. Knowledge of video conferencing software application such as Zoom and MS Teams required.
16. Knowledge of payroll software and human resources information systems preferred.
17. Excellent time management and organizational skills
18. Proven ability to multitask and manage competing priorities.
19. Highly developed critical thinking ability.
20. Joint Health and Safety Committee training 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. Provide leadership, guidance, and direction to the department in the absence of the Director of Human Resources.
3. As defined in policy, and as directed, lead recruitment and selection processes to secure staffing as required.
4. Working with the Director of Human Resources, support directors and hiring managers in the development of interview questions that effectively assess candidates in line with best human resources management practices and legal requirements.
5. Collaborate with the Director of Human Resources to lead strategic human resources projects and initiatives, including compensation and benefits reviews, job evaluation, succession planning, human resources information system implementation, and policy development and implementation.
6. Work closely with the Director of Human Resources to provide leadership in the development, review, implementation, and continuous improvement of Human Resources, Compensation, and Occupational Health and Safety policies, and contribute as a key member of the policy committee.
7. Provide leadership and expert guidance to managers and supervisors on employee relations matters, including performance management, disciplinary action, and corrective measures, while collaborating with the Director of Human Resources on complex or sensitive situations.
8. As directed, support with investigations into employee complaints, potential misconduct and occupational health and safety incidents as required.
9. As directed, liaise with legal counsel to get legal opinions on human resources matters.
10. Serve as a strategic human resources advisor to the Director of Human Resources and senior leadership team by providing recommendations on workforce planning, employee relations, organizational effectiveness, disciplinary matters, and terminations.
11. Ensure the confidentiality of employee records.
12. Ensure that incident reports are completed and that all additional reporting including Workplace Safety Insurance Board, and Ministry of Labour reporting are completed.
13. Support with return-to-work processes as required.



14. Coordinate and implement a variety of Human Resources programs training, employee recognition, activities, and review the feasibility of wellness and recreational programs.
15. Work with the 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
16. Assist with guiding change management initiatives by utilizing effective change management techniques that support employee buy in and overcome resistance to change.
17. Assist with creating a workplace climate and workplace culture that aligns with the values of the organization, and the Teachings of the Seven Grandfathers.
18. Provide leadership, coaching, and mentorship to supervisors and managers, strengthening organizational capacity in employment law, health and safety compliance, human resources best practices, and policy application.
19. Other duties as 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
- 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.
- Occasional travel may be required.
- The position requires a high degree of concentration for extended 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.
- Valid Ontario class 'G' driver's license.