



Job Opportunity

Position:	Human Resources Coordinator- Recruitment Competition #2025-37
Conditions:	Full Time Permanent
Department:	Human Resources
Location:	Winnipeg, MB and Community
Closing Date:	Open until filled
Salary Range:	\$50,000-\$60,000

Shawenim Abinoojii is a non-profit service provider and Southeast First Nations-led organization. We offer comprehensive benefits, a rewarding work environment, and opportunities to challenge yourself, apply your skillset and be a part of a unique First Nations-led service model.

BENEFITS:

- ✓ Competitive salary
- ✓ Personal leave days and paid sick time
- ✓ Employer-matched Pension plan
- ✓ Comprehensive health and dental benefits package
- ✓ On-site parking
- ✓ Paid professional development

OVERVIEW:

Reporting to the Director of Human Resources, the HR Coordinator is a key member of the HR team in supporting integral HR functions within Shawenim Abinoojii, Inc. The HR Coordinator is responsible for executing various HR-related operational and administrative tasks to support the flow and function of the HR department while ensuring HR best practices support the organization's goals and contribute to a positive workplace environment and culture. The HR Coordinator plays a vital role in the full-cycle recruitment which will involve attending recruitment fairs, networking events, periodic travel to our eight (8) Southeast Communities, and evening/or weekend work as required.

KEY RESPONSIBILITIES:

Recruitment and Selection:

- Design, recommend, and implement overall recruiting strategies.
- Identify, source, attract and train high performing employees to build a solid and engaged workforce.
- Collaborate with external partners and other HR team members, in the coordination of collaborative career fairs.
- Coordinate with HR team members and attend career fairs and information sessions in Winnipeg, eight (8) Southeast Communities, and surrounding areas.
- Lead the full-cycle recruitment process.

- Develop interview questions, make preliminary candidate recommendations and collaborate with Program hiring teams.
- Post current employment opportunities internally and externally following organizational processes.
- Schedule and lead all interviews in collaboration with the Program hiring teams.
- Initiate offer letters and assist with negotiations.
- Prepare new hire paperwork ensuring legislative requirements are met.
- Maintain a complete record of competition folders, applicants, and new hires.
- Stay up to date with current recruiting methods and practices.

Onboarding/Offboarding:

- In collaboration with other HR team members, develop and lead a detailed and comprehensive orientation program providing new employees with a historical background of the organization, an overview of each program and department, and an overview of the communities we serve; orientation will include orientation to the organization's HRIS, payroll process, benefits and pension, IT, Policy/employee expectations, and training/professional development opportunities available.
- Develop and lead a clear step-by-step offboarding process, including conducting exit interviews.

Training and Development:

- In collaboration with other HR team members, consult program supervisors to identify the training needs of each program.

Employee Relations:

- Initiate a positive employee/employer relationship through the development of a comprehensive and detailed orientation program.
- Promote a positive work environment through providing guidance or assisting in the resolution of employee questions, concerns or issues as appropriate, maintaining compliance with organizational policy.
- Participate in organizational committees as required.

General:

- Must be able to travel to the communities by car, boat and plane as required.
- Must be available to flex work hours to accommodate recruitment events occurring in the evening or weekends.

QUALIFICATIONS:

- Completion of post-secondary education with a focus in Human Resource Management is required.
- Two (2) years directly related experience in employee recruitment is required.
- Two (2) years directly related experience in Human Resources is required.
- Demonstrated knowledge and/or understanding of First Nations perspective, culture and traditional philosophies.
- Ability to handle sensitive information with discretion and respect confidentiality is required.
- Knowledge of Employment Standards, Labour Laws, Workplace Safety and Health, and Human Rights.
- Ability to problem solve, prioritize and multi-task.

- Ability to work independently and with a team.
- Strong interpersonal skills and ability to work in a fast-paced environment while maintaining a high attention to detail and must have excellent organizational skills.
- Excellent oral and written communication skills.
- Strong proficiency in Microsoft Office programs (Word, Excel, Outlook).
- Must have a valid Manitoba driver's license and a reliable vehicle.
- Must be willing and able to travel to our 8 Southeast First Nations Northern Communities via plane, boat or vehicle as required.
- Must have a current clear Child Abuse Registry Check, Adult Abuse Registry Check, Criminal Record check (including Vulnerable Sector Search), and Prior Contact Check as conditions of employment; background checks to be provided every two years or at the request of the Director.
- Must provide a satisfactory driver's abstract upon employment and annually thereafter.

Please visit our [careers page](#) to view our current opportunities and to submit your application directly:

[View jobs at Shawenim Abinoojii](#)

You are also welcome to apply to recruitment@shawenimabinoojii.org to or drop your resume off at our main office located at 865 Main Street.

WE THANK ALL WHO APPLY HOWEVER ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED. PREFERENCE WILL BE GIVEN TO INTERNAL CANDIDATES, SOUTHEAST COMMUNITY MEMBERS AND SELF-DECLARED CANDIDATES (FIRST NATIONS, INUIT, OR METIS).