



National Indigenous
Fire Safety Council Project
Projet du conseil national
autochtone de la sécurité-incendie

Human Resources Coordination

Please apply by email to HR@indigenousfiresafety.ca

Title of Job: Human Resources Coordinator

The NIFSC is seeking to fill a part time contract position for **Human Resources Coordinator**. This role works closely with the NIFSC leads and reports directly to the Executive Director. The following deliverables support the ongoing expansion of the NIFSC as a functional entity, supporting fire and life safety for Indigenous peoples across Canada.

Key Areas of Responsibility:

- > Design resource-specific professional development plans
- > Execute HR strategies to hire, retain and train staff required to maintain services and their continuous improvement
- > Develop and mentor skilled development for Indigenous professionals to meet resource needs
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- > Coordinate with labour and occupational health & safety bodies to develop and meet regulatory requirements
- > Payroll
- > Succession planning

Minimum Education, Certification and Experience:

- > Minimum five (5) years collective experience at a senior management level in Human Resources
- > Demonstrated experience working at a user-committee level and in working with diverse stakeholder groups.
- > Knowledge of labour and occupational health & safety bodies and an ability to make recommendations based on specific program needs.

Additional Assets:

- > Knowledge of Indigenous culture
- > Of Indigenous heritage
- > Bilingual English / French

Contract Considerations:

- > Flexible work schedule
- > Remote, work from home
- > Contract, part time

Closing Date:

The candidate will be selected from qualified applicants. Posting will close April 28, 2022 but may be extended if not filled. The desired start date is May 2, 2022.

How to Apply:

Applications can apply by submitting a resume by email to HR@indigenousfiresafety.ca

Interested candidates may be located anywhere in Canada as this role is remote. Qualified candidates are encouraged to provide a current resume and cover letter highlighting their experience as it relates to the role.

AFAC is an equal opportunity organization and encourages Expression of Interests responses from any community.