



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

# Human Resources Coordinator

Please apply by email to [HR@indigenousfiresafety.ca](mailto:HR@indigenousfiresafety.ca)

The Aboriginal Firefighters Association of Canada (AFAC) was founded in 1991 and is a united body of regional Indigenous emergency and fire service organizations across Canada whose mandate is to represent the interests of local associations at the national level. The National Indigenous Fire Safety Council (NIFSC) has been formed under the guidance of AFAC to specifically drive the implementation of standardized fire services, and promote national standards in fire prevention, education, and suppression within Indigenous communities across Canada.

Currently, the NIFSC Project is seeking to fill a contract position for **Human Resources Coordinator**. This role works closely with the NIFSC Project leads and reports directly to the Executive Director.

**Immediate Supervisor:** Executive Director

**Status/Hours:** The anticipated workload is 25% full-time-equivalent.

## Key Areas of Responsibility:

- > Evaluate NIFSC human resource needs assessment data to determine internal or contracted resource (i.e. payroll services), delegation of authority, scope of duties and physical location.
- > Analyze, and determine the regional distribution of staff and the organizational footprint.
- > Perform human resources costing models, incorporating current and future labour relationships
- > Develop the human resources costing model roll out plan
- > Implement payroll services, standards and processes
- > Coordinate with labour and occupational health & safety bodies to develop and meet regulatory requirements
- > Support the finalization of the organizational design and implementation plan
- > Develop the NIFSC Corporate policy manual (HR, Finance, IT, Governance, Communications, Safety & Security).
- > Develop organization workflows to support HR processes
- > NIFSC/IFMS position descriptions manual, ongoing updates

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## Required Experience and Knowledge:

- > 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
- > Has worked in an agile environment





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## Contract Considerations:

- > Remuneration rates will be based on experience and expertise.
- > This position is remote, and the contract is for a one-year term, ending on March 31, 2023

## Closing Date:

The candidate will be selected from qualified applicants. Posting will close once the position is filled.

## How to Apply:

Applications can apply by submitting a resume by email to [HR@indigenousfiresafety.ca](mailto: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.

*The NIFSC is an equal opportunity organization and encourages Expression of Interests responses from any community.*

