



Whitecap Dakota Nation

EMPLOYMENT OPPORTUNITY HUMAN RESOURCES COORDINATOR

ADMINISTRATION

Status:	Permanent, Full Time
Location:	Whitecap Dakota Nation (In Person)
Hours of Work:	8:00AM – 4:30PM
Total Hours:	37.5 hrs. per week
Salary Range:	Competitive
Closing Date:	March 21, 2025, at 4:30pm

ABOUT US

We are a modern and progressive Nation located 26 km south of Saskatoon. Whitecap Dakota Nation is a thriving community focused on growth, innovation, and cultural Preservation. You can Learn more at www.whitecapdakota.com

POSITION OVERVIEW

Whitecap Dakota Nation (WDN) is seeking a talented and motivated Human Resources Coordinator (HRC) to join our dynamic team. While reporting to the Chief Executive Officer (CEO), the HRC will be responsible to facilitate HR functions such as the recruitment process, employee engagement programs, and policy implementation. To be successful, the HRC will develop positive relationships with staff and management to ensure the Human Resources needs of WDN are met.

KEY DUTIES

The following duties are a summary of the primary responsibilities. The incumbent may not perform all listed duties and may be assigned additional tasks as needed. In accordance with the standards of the WDN the employee will:

- **Recruitment:** Oversee the full cycle recruitment and selection process, and engage in various sourcing strategies, networking, and creative recruiting to seek the best talent available. Includes developing job postings, screening applications, scheduling interviews, assist in shortlisting, conduct reference checks, and develop and distribute employment offers.
- **Onboarding:** Ensure new employees receive comprehensive orientation and integration support.
- **Job Descriptions Management:** Maintain and update job descriptions to ensure they meet the evolving needs of the organization.
- **Policy Implementation:** Assist to develop and implement HR policies and procedures to ensure compliance with labour laws and organizational standards.
- **Employee Records Management:** Maintain accurate and confidential employee records, both in paper and electronic formats.
- **Employee Engagement:** Coordinate employee engagement initiatives to foster a positive workplace culture.
- **Funding Proposals:** Develop and submit employment funding proposals.
- **Employee Relations Support:** Provide guidance on HR-related inquiries and issues, supporting supervisors in handling employee matters.



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- **HR Reporting:** Produce monthly HR reports for the WDN Chief and Council.
- **Supervision:** supervise the HR Assistant.
- **Other Duties:** Perform other duties as assigned by the CEO.

QUALIFICATIONS

- **Education/Experience:** Post-secondary education with a degree majoring in Human Resources, with a minimum of 3 years directly related experience is preferred. Post-secondary education in a related discipline with a minimum of 5 years of human resources experience may be considered. A CPHR or CHRL designation would be an asset.
- **Skills:** Strong organizational, time management, communication, and interpersonal skills.
- **Technical Proficiency:** Proficiency in Microsoft Office suite.
- **Professionalism:** High level of professionalism and confidentiality.
- **Logistics:** Valid Saskatchewan driver's license and reliable vehicle.
- **Safety:** Follow all safe work practices and procedures; attend and successfully complete all OH&S training as required/assigned; and comply with all applicable safety regulations.

APPLICATION PROCESS

- Submit a cover letter and resume by email to: employment@whitecapdakota.com
- The successful candidate will be subject to an acceptable Criminal Record Check as a condition of employment.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.