



An Affiliate of the Métis Nation of Alberta

Box 548 17339 Victoria Trail

Smoky Lake, AB T0A 3C0

1-780-656-2229

metiscrossing@metis.org

metiscrossing.org

Human Resources Coordinator

Location: Métis Crossing, Smoky Lake, AB.
Hybrid model of On Site and Remote Work

Closing Date: Until Suitable Candidate Found

Position Status: Full time, Permanent

The Opportunity

Métis Crossing is Alberta's first major Métis destination where we share and celebrate the Métis culture with all people! With its unique design that combines both traditional and contemporary Métis craftsmanship, The Lodge at Métis Crossing is a special blend of comfort, culture, and Métis history. Directly adjacent to the Métis Crossing Cultural Gathering Centre, our 40-room boutique lodge offers scenic views overlooking the majestic North Saskatchewan River, the very route used by our Métis ancestors as they gathered at this very spot. The Lodge offers a Bistro for coffee and express breakfast, as well as a Lounge for cocktails and light snacks.

Reporting to the Chief Executive Officer (CEO), the Human Resources Coordinator will lead the day-to-day human resource functions at Métis Crossing. The successful candidate will assist with the development of human resources policies, advise employees and leadership on the interpretation of human resources policies, compensation, and benefit programs, and monitor human resources related documentation to ensure accuracy, consistency, and relevance to business processes. The Human Resources Coordinator must possess a degree or diploma in a related field and Certified Human Resources Professional (CPHR).

Key Responsibilities

- Contribute to the development of human resources policies, compensation, and benefits programs.
- Lead the recruitment process in support of operations including job postings, screening, interviewing, reference checks, and on-boarding.
- Support with orientations and training sessions as required.
- Take the lead with human resources related grant applications and administration.
- Responsible for disability management.
- Participate in the employee performance review process. Support Métis Crossing leadership with employee performance review action plans.

- Engage in regular, structured discussions with employees to encourage and improve individual employee performance and attain organizational objectives.
- Draft memoranda, correspondence, reports, proposals, job descriptions, and other employment documentation.
- Maintain accurate, up-to-date, and complete personnel records.
- Stay abreast on compliance requirements and industry best practices; recommend changes or modifications to existing policies and programs to remain in compliance; and adopt best practices where feasible.
- Present a positive and professional image of the organization when interacting with employees, clients/customers, visitors, and other external stakeholders.
- Participate in the development of health, safety, and wellness policies, procedures, roles and responsibilities for leaders and employees, and ensure compliance through training, monitoring, and providing appropriate safeguards and disability management.
- Promote engagement, commitment, and motivation of employees by developing, implementing, and evaluating innovative strategies to enhance productivity, morale, and culture.
- Be part of the implementation of employee/personnel programs, including skills development training, employee engagement, and health and safety programs.
- Other duties as assigned.

Skills & Competencies

- Excellent communication and interpersonal skills; ability to effectively communicate both verbally and in writing with applicants, co-workers, and external stakeholders.
- Strong interpersonal skills and ability to build collaborative relationships with leadership, employees, and other stakeholders.
- Strong political and cultural sensitivity.
- High level of integrity and professionalism.
- Ability to work individually, as well as part of a team.
- Experience working with diverse teams of varying cultural backgrounds and ages.
- Strong organizational skills and attention to detail.
- High level of proficiency in Microsoft Office Suite.
- Thorough understanding of human resources practices, theories, and policies.
- Experience with Human Resources Information Systems.
- Excellent analytical, decision-making, and problem-solving skills; demonstrated experience in conflict management.
- Demonstrated ability to effectively manage and prioritize requests, multi-task, and meet tight deadlines and demands of unpredictable activities; capable of handling pressure and challenges in a dynamic business environment.
- Ability to maintain a high level of confidentiality in all interactions. Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion.
- Knowledge of Alberta history and cultural diversity.

- Knowledge of Métis culture, history, and issues affecting Métis people.

Qualifications

- Post-secondary baccalaureate degree in a related field or equivalent work experience.
- Minimum two years human resources experience.
- Must have Chartered Professional in Human Resources (CPHR) designation or in progress.

Other Requirements

- Métis Crossing is located in Smoky Lake; this position will be a hybrid of on site and remote work. Summer will be more based on site.
- Ability to work a flexible schedule of days, evenings, and weekends.
- Ability to travel throughout AB, on occasion.
- Must have a Class 5 Driver's license and reliable transportation.
- Must provide Criminal Record Check and Vulnerable Sector Check.

What we Offer

- The opportunity to work with an Indigenous organization and be part of an exciting journey towards self-governance.
- The opportunity to contribute to one of Alberta's most exciting tourism destinations in the making.
- Learnings about Métis history and culture, and a rich Indigenous cultural experience.
- Personal development opportunities.
- A comprehensive benefit package and employer contributions to Pension Plan.
- Three (3) weeks paid vacation.

Please apply online at <http://albertametis.com/>.

Métis Crossing thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.