



## Human Resources Assistant

Do you have experience in human resources administration and are looking to build on your strong track record of HRIS data management, administrative services, and clerical support? Are you eager to make a real difference in the lives of Indigenous people within a strengths focused environment?

### If so, let's talk!

Thunderbird Partnership Foundation is a national non-profit organization serving First Nations in mental wellness. Our mandate is set by three frameworks:

1. Honouring Our Strengths: A Renewed Framework to Address Substance Use Issues Among First Nations People in Canada
2. Indigenous Wellness Framework
3. First Nations Mental Wellness Continuum

Our core stakeholders are First Nations communities and the network of First Nations adult and youth treatment centres. To support our mandate, Thunderbird has two office locations: one based in a First Nations community in southwestern Ontario, and the other in the city of London, Ontario.

### Your Opportunity

As the Thunderbird Partnership Foundation Human Resources Assistant, you will

- assist with day-to-day human resources functions including administration, human resources information system maintenance, recruitment, and selection and onboarding;
- act as first point of contact for employees answering their frequently asked questions and providing clerical support;
- work on a team with others like yourself who are dedicated to work which has real value and meaning in the lives of others;
- apply your experience, skills, talents, and passion for the benefit of others while learning from the expertise of your wellness focused team;
- work with staff who are kind, supportive, encouraging, and caring; and
- enjoy the satisfaction that comes from knowing that your work is much more than just a job.

### Job Requirements

Bachelor's degree in Human Resources Management or related field with post-secondary human resources certificate and one (1) year work experience

OR

College diploma in Human Resources Management or related field with post-secondary human resources certificate and 3 years' work experience

### Other Requirements

- CHRP designation or working towards designation is preferred
- excellent writing skills in English and ability to communicate clearly
- hands on experience with MS Office and HRIS software
- experience working with First Nations, or an Indigenous organization is an asset
- fluency in a First Nations language is a definite asset
- knowledge of First Nations culture and customs is a definite asset
- excellent interpersonal and communication skills (verbal and written)
- ability to work collaboratively with internal team and external stakeholders
- ability to function autonomously with minimal supervision, to be flexible and adaptable to change with the ability to accept interruptions as part of the routine
- high level of professionalism and able to always maintain confidentiality
- problem solving and interpersonal skills enabling effective relationships and customer service
- creative, detail-oriented with strong data entry skills with special attention to accuracy
- self-motivated with a strong work ethic and commitment to quality
- demonstrates strong organizational, time-management and multitask skills with ability to work on multiple assignments in a fast-paced, deadline-oriented environment
- able to access worksites not accessible by public transportation



If this sounds like the right fit for you, please email your **cover letter and resume** for confidential consideration. All applications will be screened based on the above qualifications and submission of a full application (cover letter and resume).

Thunderbird Partnership Foundation (NNAPF)  
22361 Austin Line  
Bothwell, ON N0P 1C0

Email: [resumes@nnapf.com](mailto:resumes@nnapf.com)

**Closing date:** Open until filled.

We value the importance of diversity and dignity in the workplace and are committed to developing inclusive, barrier-free recruitment and selection processes and work environments. If you require accommodation during the recruitment and selection process, please let us know. We thank all applicants for their interest; however, only those candidates who are selected for an interview will be contacted.

To request a full job description, please contact Annette Howlett at [ahowlett@thunderbirdpf.org](mailto:ahowlett@thunderbirdpf.org)