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sfns.on.ca

EMPLOYMENT OPPORTUNITY

The Southern First Nations Secretariat (SFNS) is seeking qualified applicants for the position of:

Human Resource Manager

(Part-Time, Permanent)

POSITION REPORTS TO: Executive Director

POSITION SUMMARY: Reporting directly to the Executive Director, the Human Resource Manager plays an important role in developing and executing SFNS' Human Resource strategies. As the sole Human Resource position within the organization, this role oversees all human resource functions including staffing, training and development, performance monitoring, employee relations, benefit administration and health and safety. The Human Resource Manager liaises with leadership, supervisors and employees to ensure compliance with organizational policies and legislation. They support a positive employee experience and overall organizational effectiveness.

DUTIES

Key Result Areas:

- Lead recruitment activities;
- Oversee the development and maintenance of an employee orientation manual reflective of current practices;
- Lead onboarding for new hires, including orientation and training;
- Oversee the performance evaluation process including ensuring annual reviews are conducted, training plans developed and improvement plans implemented (as required);
- Identify training needs and coordinate professional development initiatives to enhance employee skills, productivity, and career progression;
- Provide Human Resource advice and support to managers and leadership;
- Promote a culture of innovation, collaboration, and continuous improvement throughout all human resource functions;
- Develop, update, and communicate Human Resource policies, procedures, and programs, ensuring alignment with best practices and legal requirements;
- Implement SFNS' Succession Plan, updating it regularly;
- Integrate local First Nation culture, traditions, and community values into human resource practices.
- Work closely with the finance department to ensure accurate payroll processing and effective benefits and pension administration.
- Oversee SFNS' health and safety program.
- Other activities as deemed necessary for the success of SFNS' communication strategy.

STATEMENT OF QUALIFICATIONS:

Basic Requirements (Mandatory & Minimum):

- Diploma or bachelor's degree in human resources or business administration, or hold a Certified Indigenous Human Resource Professional designation or equivalent designation and be in good standing; and
- Three years of relevant work experience in human resource management or a related role.

Rated Requirements:

- Strong planning and execution skills in designing and implementing human resource initiatives;
- Solid understanding of human resource best practices, employment law, risk management, and compliance requirements;
- Strong analytical skills and experience using human resource metrics and data-driven decision making;
- Excellent communication and relationship-building skills, with the ability to engage diverse internal and external stakeholders;
- Attention to detail and accuracy in human resource record keeping and documentation;
- Ability to be discreet and maintain a high level of confidentiality with sensitive employee information;
- Strong judgment and problem-solving skills, particularly in resolving complex employee relations issues;
- Experience working in Indigenous organizations or with First Nations communities is an asset;
- Strong verbal and written communication skills;
- Excellent organizational and time management skills;
- Highly proficient with Microsoft 365 applications;
- Ability to utilize Microsoft Outlook and navigate with fluency through the internet; and
- Must be willing to travel, have a valid driver's license, and unrestricted access to reliable transportation.

PHYSICAL DEMANDS:

- Sitting for long periods of time in office environment at a desk, computer terminal, or in meetings.
- Required to drive a vehicle to perform duties.

POSTION HOURS: 22.5/hours per week

SALARY RANGE: \$37,300 - \$46,000

CLOSING DATE: Friday, June 12, 2026 @ 4:00pm

Please submit a cover letter, resume and three current employment references to:
Jennifer Whiteye – Executive Director at jenwhiteye@sfns.on.ca

Please clearly mark your subject line: “Confidential – Human Resource Manager.”

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

* A full job description is available upon request.

PREFERENTIAL HIRING:

SFNS encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with SFNS’ General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration must self-identify.