



### Human Resources Generalist

---

Department:	Human Resources
Posting Date:	Friday July 18, 2025
Location:	Nipissing First Nation, Administration Building, Garden Village
Schedule:	Standard Work Week – 35 hours
Job type:	Fulltime/Permanent
Vacancies:	One (1)
Reports To:	Manager, Human Resources
Salary Range:	\$61,206.60 – \$80,753.40

---

Are you someone who thrives in a collaborative, high-trust environment where you can contribute meaningfully to a vibrant and growing First Nation? Nipissing First Nation (NFN) is seeking a detail-oriented, people-focused Human Resources Generalist to join our team. This is more than just a job — it's an opportunity to help shape the employee experience and support the values that ground our Nation's workforce.

#### **What you'll Do in the Role**

As a valued member of our Human Resources team, you'll play a key role in helping build and support a positive, responsive, and well-organized workplace. This role is all about coordination, communication, and care. You'll be involved in:

- Coordinate recruitment, onboarding, and orientation processes
- Maintain employee files, training records, and HRIS data
- Assist with leave tracking and basic benefit support
- Respond to employee inquiries with professionalism and cultural sensitivity
- Support workplace wellness and engagement initiatives
- Provide backup for the HR Systems and Services Coordinator as needed

The Generalist will focus on the essential daily HR tasks that keep our organization running with care, structure, and efficiency.



## Employment Opportunity

### Just a Few Reasons to Join Nipissing First Nation

At NFN, we don't just offer a job, we offer a purpose-filled career in service to our community. Our workplace is one where learning is encouraged, growth is supported, and our culture is celebrated.

- ✓ Work with a passionate team rooted in community values
- ✓ Gain valuable experience across all areas of HR
- ✓ Be part of an inclusive, supportive work culture
- ✓ Competitive salary and defined contribution pension plan
- ✓ Comprehensive benefits package – medical, dental, vision, life, and disability
- ✓ Casual dress and modern workplace practices
- ✓ Training, mentorship, and ongoing development opportunities

### **Vacation Time:**

Start with three (3) weeks of vacation, plus enjoy a two (2) week paid office closure over the December holiday season – giving you time to rest, reset, and reconnect.

### **Additional Leave:**

We offer better-than-average leave benefits to support your health, wellness, and work-life balance.

### What You Bring to the Table

- A deep respect for Indigenous values and a willingness to learn Ojibwe
- Certification in Business Administration, Human Resources, or a related field (or willingness to obtain, diploma preferred)
- 1–3 years of relevant HR or administrative experience
- Strong organization, multitasking, and communication skills
- Experience working with HRIS platforms and Microsoft Office
- Discretion, professionalism, and a service-first mindset
- Ability to maintain strict confidentiality and handle sensitive information with care
- Strong professional boundaries and the ability to separate personal and workplace matters
- Ability to adapt and thrive in a fast-paced and evolving work environment



## Employment Opportunity

### Application Deadlines and How to Apply

Nipissing First Nation adheres to a structured and fair hiring process. Please identify your eligibility clearly in your application.

#### Round 1 – Closing August 1, 2025

*Only open to registered Nipissing First Nation members.*

(Round 1 applicants will be considered at this stage.)

#### Round 2 – Closing August 8, 2025

*Only open to spouses and children of registered NFN members and registered members of other First Nations.*

(Round 2 applicants will be considered at this stage.)

#### Round 3 – Closing August 15, 2025

Open to all applicants (status and non-status).

Posting will remain open until the position is filled.

If you are excited by this opportunity and want to make a meaningful impact with Nipissing First Nation, please submit your **cover letter and resume** to:

 [resumes@nfn.ca](mailto:resumes@nfn.ca)

 **Deadline: 4:30 p.m. on the date assigned to your eligibility round**

### Are You a Member of NFN?

Nipissing First Nation is deeply committed to the training, development, and employment of our members. *We strongly encourage NFN members to apply*, even if you don't meet every qualification. Your lived experience matters, and we consider all aspects of your background in the hiring process.

As per Section 24(1)(a) of the *Ontario Human Rights Code*, preference will be given to First Nation applicants.

*Miigwech to all applicants for your interest.  
Only those selected for an interview will be contacted.*