



P: 250.630.2800 A: Blueberry Reserve Road, Buick, BC V0C 2R0

Job Opportunity

BRFN HR COORDINATOR

WHO WE ARE

At the heart of Blueberry River First Nations is the belief that we are stronger together. We are a self-governing Nation committed to building a thriving, self-sustaining community rooted in culture, governance, and economic prosperity. Guided by our values—Respect, Inclusiveness, Responsibility, and Pride—we work to enhance the quality of life for both current and future generations.

Located in northeastern British Columbia, we are proud members of Treaty 8, with both Beaver and Cree cultural groups forming one united community. Our mission is to empower our people, strengthen governance, and honor traditions while embracing new opportunities. Through integrity, respect, accountability, and unity, we ensure that every decision contributes to the collective well-being of our Nation.

A DAY IN THE LIFE OF OUR HR COORDINATOR

Your morning begins by checking in with staff and supporting a new employee through onboarding. You help ensure paperwork is complete, benefits are in place, and the employee feels welcomed into the organization.

Midday, you meet with managers to assist with recruitment planning, staffing needs, and employee relations matters. You provide guidance while maintaining confidentiality, professionalism, and fairness.

In the afternoon, you balance multiple priorities—maintaining personnel files, coordinating training opportunities, supporting policy implementation, and responding to employee questions regarding benefits, leave, and workplace procedures.

Throughout the day, you help create a respectful and supportive workplace culture where employees feel valued and supported. You understand that Human Resources is about people first, relationships, communication, and helping build a healthy organization for the future.

COMMUNITY EXPECTATIONS

- Lead by example in upholding and guiding others to follow the values, teachings, and governance of Blueberry River First Nations.
- Present oneself in a manner that reflects respect, professionalism, and cultural integrity.
- Honour confidentiality and uphold trust in all matters related to employees, leadership, and community members.
- Be willing to undergo periodic security and background checks as required.
- Be adaptable to the needs of the Nation, including flexible work hours when necessary.

- Demonstrate a commitment to supporting a respectful, healthy, and collaborative workplace environment.

WHAT YOU WILL DO

Human Resources Administration

- Coordinate recruitment and hiring processes, including job postings, interview scheduling, reference checks, and onboarding activities.
- Maintain employee personnel files, records, and confidential HR documentation in accordance with policy and legislation.
- Assist in administering employee benefits, leave requests, attendance tracking, and payroll-related documentation.
- Support the development, implementation, and ongoing maintenance of HR policies, procedures, and workplace practices.
- Assist management with employee relations matters, conflict resolution, and performance management processes.
- Coordinate orientation programs and employee training opportunities.
- Ensure HR practices align with employment legislation, organizational policies, and Nation values.

Workplace Culture and Employee Support

- Support initiatives that promote employee wellness, engagement, and retention.
- Assist in fostering a respectful and culturally safe workplace environment.
- Respond to employee questions regarding policies, procedures, benefits, and workplace expectations.
- Support staff development and professional growth opportunities.
- Encourage strong communication and collaboration between departments and leadership.

Organizational Support

- Assist with reporting requirements, documentation, and administrative tracking related to HR activities.
- Support the implementation of organizational initiatives and strategic priorities.
- Maintain accurate records and provide regular updates to management as required.
- Participate in meetings, training sessions, and community events when necessary.
- Identify opportunities to improve HR systems, processes, and workplace efficiency.

WHO YOU ARE

You are organized, approachable, and committed to supporting people in a respectful and professional manner. You understand the importance of confidentiality, communication, and relationship-building within a community-centered organization.

You are someone who can balance administrative responsibilities with compassion and professionalism while helping foster a positive workplace culture. You are committed to continuous



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learning and believe in supporting both employees and leadership through strong human resources practices.

LIVED & LEARNED EXPERIENCE

- Diploma or degree in Human Resources, Business Administration, Public Administration, or a related field.
- Minimum of 3 – 5 years of related experience in Human Resources, administration, or office coordination.
- Chartered Professional in Human Resources (CPHR) designation or working toward designation is considered an asset.
- Experience working with First Nations organizations or Indigenous communities is considered a strong asset.
- Knowledge of employment legislation, HR best practices, and workplace policies.
- Experience maintaining confidential records and handling sensitive information.
- Strong communication, organizational, conflict resolution, and interpersonal skills.
- Proficiency with Microsoft Office, HR systems, and administrative software.
- Ability to work independently while contributing positively to a team environment.

WHAT WE OFFER

Salary: Competitive salary based on experience and qualifications

Vacation: 3 weeks plus

Time Away: Office closures during spring break, summer, and Christmas periods

Benefits: Full Health, Vision and Dental benefits

Development Opportunities: Training and professional development opportunities are available

Work Environment: Supportive team environment focused on wellness, growth, and community impact

TO EXPRESS INTEREST

Interested candidates are invited to submit the following:

- Cover letter outlining how your education and experience support this position; and
- Current resume.

Applications may be submitted to:

cao@blueberryfn.ca

The successful candidate will be asked to provide references, proof of education, and a clear criminal record check. A valid BC Driver's License and reliable transportation may be required. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Persons of Indigenous ancestry will be given preference pursuant to Section 16(1) of the Canadian Human Rights Act.