

## **North East Native Advancing Society Job Opportunity Full time Human Resources Assistant/Program Support**

The North East Native Advancing Society is a non-profit charitable organization that provides holistic human resource development programs and services to First Nation, status and non-status and Inuit persons residing in Northeastern BC. Programs are mandated through a series of contribution agreements with the federal and provincial governments to improve the quality of life of First Nation and Inuit persons. Under these agreements, NENAS is responsible for the administration, coordination and facilitation of employment programs and services.

Working under the direction of and reporting to the Society's Manager, this role will include but not be limited to:

### **Human Resources Assistant**

- Provide assistance and support with Human Resources Program Policies and Procedures
- Assist and support with client appeals and grievances and concerns brought forward by individual and community clients and the Board of Directors
- Assist with the development and implementation of recruitment and retention programs and succession planning
- Work with manager to prepare and evaluate position descriptions, interview applicants and conduct reference checks
- Provide support regarding employee relations issues
- Arrange training programs for employees
- Assist with ensuring compliance is met with employment legislation
- Assist with labour relations and in preparing and evaluating employee agreements
- Assist with employee benefit plans
- Assist with attendance, timesheets and payroll procedures using human resource information systems

### **Program Support**

- Provide assistance and support with Program Policies and Procedures and client grievances
- Provide support with training initiatives set-up and design, working directly with clients to ensure their training requirements are met
- Deliver Labour Standards and employment related workshops
- Advise program staff on Labour practices and protocols with work experience type projects
- Assist the EAS Team and employers with labour relations standards and provide human resource liaison services between clients and employers, ie for funded programs such as: Targeted Wage Subsidy and Community Work Experience Projects

### **The successful applicant should possess:**

- ✦ A college diploma in Human Resources or related field of study or equivalent combination of education and experience, preferably in a First Nations Educational environment
- ✦ Ability to assist in the HR department, to support the EAS department and to lead when needed, also be able to work well independently as well as part of the whole team
- ✦ Experience in Employment Counseling and/or case file management and workshop delivery
- ✦ Experience working in a computerized office environment with word processing, database and spreadsheet skills sufficient to prepare correspondence, reports, forms, with speed and accuracy, including the willingness to learn and use new computer programs/applications
- ✦ Strong work ethics; able to exercise flexibility, initiative, good judgment, discretion and maintain strict confidentiality procedures with good organizational, time management and problem-solving skills
- ✦ Knowledge and understanding of aboriginal culture - experience in a First Nations environment is desirable
- ✦ A valid driver's license and a clean driver's abstract, as this position may require travel to communities across Northeast BC
- ✦ Must be bondable

Salary range will be based on experience and industry standards. Individuals of Aboriginal ancestry are encouraged to apply. While we appreciate all applications, only those short-listed will be contacted. Please submit your cover letter and resume with references by **March 22, 2017** to:

Cheryl Testawitch, Quality Assurance Officer  
North East Native Advancing Society  
10328 – 101<sup>st</sup> Avenue, Fort St. John, B.C. V1J 2B5  
Bus: (250) 785-0887 Fax: (250) 785-0876  
Email: [cstestawitch@nenas.org](mailto:cstestawitch@nenas.org)

