



JOB POSTING

Human Resources Generalist

Location:	N'Quatqua Band Office
Position Type:	Full-Time, On-Site
Hours:	35 hours per week
Reports To:	Administrator
Start Date:	As soon as possible
Salary:	\$33/hour

About the Role

The Human Resources Generalist supports the heart of our organization—our people. As a junior Human Resources team member, you will work closely with the Administrator to help maintain a respectful, culturally safe, and welcoming workplace. This is a trusted position that balances professionalism with compassion, policy with people, and structure with flexibility. You will assist with a variety of Human Resources and administrative tasks that keep our organization running smoothly, while learning and growing in the Human Resources field.

This role is ideal for someone who is organized, people-oriented, curious, and committed to supporting the wellbeing of staff and the community.

What This Role Carries

You will support day-to-day Human Resources functions including:

1. First Point of Contact for Human Resources Support

- Provide guidance on Human Resources processes, benefits, time off, and policy interpretation.
- Offer clear, kind support to staff and managers seeking Human Resources information.
- Help ensure policies reflect both written guidelines and community values.

2. Steward of Confidential Human Resources Files

- Maintain accurate, confidential employee files in partnership with Finance.
- Ensure documents are up to date, complete, organized, and securely stored.
- Support the development of clear and reliable filing systems.

3. Caretaker of Human Resources Policies

- Assist with annual policy reviews and communication of updates.
- Work with managers to ensure policies are understood and consistently applied.



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4. Recruitment & Hiring Support

- Draft job postings and job descriptions that reflect N'Quatqua's culture and language.
- Coordinate postings, screen resumes, and prepare interview materials.
- Support interview scheduling, reference checks, and hiring documentation.

5. Onboarding & Orientation

- Coordinate new hire setup, including equipment, accounts, and welcome materials.
- Schedule introductions and orientation sessions.
- Create checklists and tools to help managers support new employees.

6. Health, Safety & Administration

- Support health and safety coordination, including WorkSafeBC processes.
- Help organize staff meetings, training, and events.
- Prepare meeting minutes, manage virtual meetings, and support internal communication.

Skills, Knowledge & Ways of Being

We are seeking someone who demonstrates:

- Integrity, humility, and cultural respect.
 - Strong communication skills—clear, kind, and approachable.
 - Ability to maintain confidentiality and handle sensitive information.
 - Strong organization and administrative skills.
 - Understanding of (or willingness to learn) Human Resources legislation including Employment Standards, Human Rights, WorkSafeBC, and PIPA.
 - Ability to work both independently and as part of a collaborative team.
 - A commitment to learning, growth, and cultural awareness.
 - Lived experience in an Indigenous community is a strong asset.
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Education & Experience

Required

- 1–3 years of experience in an office, administrative, or Human Resources support role.
 - Experience working with Indigenous communities or organizations.
 - Familiarity with Indigenous governance and cultural protocols.
 - Proficiency with Microsoft 365 (Word, Outlook, Excel, Teams).
 - Ability to maintain confidentiality and handle sensitive information.
 - Clear Criminal Records Check.
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How to Apply

Please submit your **resume and cover letter** outlining how your experience, skills, and values align with this role.

Applications can be sent to: Chantel.Thevarge@nquatqua.ca

The position will remain open until filled.