



Human Resource Coordinator Employment Opportunity

The Lower Similkameen Indian Band, located in the south central interior of British Columbia is pleased to invite qualified applicants to apply to the permanent, full time position of **Human Resource Coordinator**.

This newly created position is a member of the senior team and reports to the Band Manager. The incumbent is responsible for providing generalist information, advice, guidance and training to employees, Supervisors, and Chief and Council on the full spectrum of human resource services and activities to support and drive both day-to-day and strategic HR priorities. This will include but not be limited to recruitment and selection, labour relations, training, compensation and benefits, performance management and career development, and employee retention activities.

This standalone position interacts and communicates with staff and management in all Band departments. The **Human Resource Coordinator** maintains strict confidentiality in performing their duties and demonstrates the following personal attributes: Integrity, Respect, Trust, Honesty, Compassion, and Accountability.

Qualified applicants are invited to email their resumes, cover letter (including salary expectations) to Lori Fitzgerald, CPHR at hrg@lsib.net no later than 4:00PM on Friday, March 1, 2019.

Preference will be given to persons of Aboriginal ancestry.

For further information about the position and the Lower Similkameen Indian Band please go to www.lsib.net

Education and Experience

- Bachelor's Degree or Diploma in Human Resource Management or related field; and
- 7-10 years' of recent related experience in either generalist or multiple specialist roles; and
- Possess CPHR designation or actively pursuing the designation;
- Experience in labour relations including discipline and conflict resolution;
- Experience developing and implementing policies and procedures;
- Experience interpreting and advising on matters related to the Canada Labour Code and other applicable legislation;
- Experience managing and controlling operating budgets;
- Recruitment and selection experience including workforce planning and staffing from entry level to management positions;
- Training and development experience including design, development and delivery;
- Previous experience working in a First Nations community is an asset.
- Valid Class 5 driver's license and reliable vehicle is required;
- Clean criminal record check required.

About the Lower Similkameen Indian Band

The Lower Similkameen Indian Band (LSIB) is a small, geographically isolated community in the Similkameen Valley, located in the South Central Interior of British Columbia. The Lower Similkameen Indian Reserve covers 15,276.4 hectares and services a total of 11 reserves, divided into pockets of land stretching over 90 kilometres. The Band's current membership is 526 members, half of which reside on reserve.

The Similkameen people have retained their ceremonies, arts, culture, heritage and language which are being taught to the next generation through their oral history and teaching from the chaptikw and through family systems. Current and past Chiefs and Councils have consistently identified language preservation and revitalization as a priority for LSIB, and various initiatives over the years have contributed to the goal of keeping Nsyilxcn alive in the community. The LSIB mission statement is to protect, enhance and preserve lands and resources for our future generations, and is guided by the following values: respect, trust, honest, compassion, and accountability.

The Human Resource Coordinator is considered a position of trust; therefore, a Criminal Record check will be conducted on the proposed employee.

Thank you for your interest in this position, only those short listed will be contacted further.