



Job Opportunity

Position:	Recruitment & Training Coordinator Competition 2025-003
Conditions:	Full Time Permanent
Department:	Human Resources
Location:	Winnipeg, MB.
Closing Date:	January 31, 2025

Shawenim Abinoojii is a non-profit service provider and Southeast First Nations-led organization. We offer comprehensive benefits, a rewarding work environment, and opportunities to challenge yourself, apply your skillset and be a part of a unique First nations-led service model.

BENEFITS:

- ✓ Competitive Salary
- ✓ Personal Leave Days and Paid Time Off
- ✓ Employer-Matched Pension Plan
- ✓ Comprehensive Benefits Package
- ✓ On-site parking

OVERVIEW:

Reporting to the Manager, Human Resources, the Recruitment & Training Coordinator is a key member of the HR team. The Recruitment & Training Coordinator is responsible for the recruitment and training needs for the Winnipeg and Community based offices. The Recruitment & Training Coordinator identifies, sources, attracts, and trains high performing employees to build a solid and engaged workforce, through supporting the organization's goals and contributing to a positive workplace environment and culture.

KEY RESPONSIBILITIES:

Recruitment and Selection

- Design and lead overall recruiting strategies for Support Worker staff recruitment.
- Coordinate career fairs in Winnipeg, 8 Southeast Communities, and surrounding areas.
- Liaise with external agencies as appropriate.
- Update job descriptions and postings as appropriate.
- Assist the selection team as required.
- Distribute job postings internally and externally.
- Schedule interviews across departments and participate on interview panels.
- Create offer letters, assist with negotiations and present offers to candidates.
- Maintain a complete record of interviews and successful candidates.
- Stay up to date with current recruiting methods.

Training and Development:

- Develop and conduct an organization-wide training needs assessment and identify employee skills or knowledge gaps.
- Develop, lead and facilitate a training program.

- Choose appropriate training methods and recommend new training methods as appropriate.
- Design, prepare or recommend for purchase educational and training materials and aids as appropriate.
- Manage educational and training materials, aids and equipment.
- Stay up to date on educational opportunities and new training methods, marketing available employee training opportunities.
- Collect feedback and assess training and development effectiveness on employee skills.
- Liaise with other organizations to cost share on education and training opportunities.
- Host train-the-trainer sessions for internal employees.

Records and Information

- Maintain an employee training database.

Administrative Support

- Assist with drafting or sending HR-related communications, documents, or reports as appropriate.
- Assist with general HR-related administrative tasks as required.
- Assist the HR team as required, including providing back-up coverage for HR Coordinators as required.

Employee Relations

- Participate in organizational committees as required.
- Promote a positive work environment through providing guidance or assisting in the resolution of employee questions, concerns or issues as appropriate, maintaining compliance with organizational policy.

General

- Other duties as assigned

QUALIFICATIONS:

- Completion of post-secondary education with a focus in Human Resource Management or a related discipline is required.
- Two (2) years administrative experience with a focus in Human Resource is an asset.
- Previous experience with employee recruitment and training is an asset.
- Experience with candidate selection processes and reference checks is an asset.
- Experience conducting structured, competency-based and behavioral interviews is an asset.
- Ability to handle sensitive information with discretion and respect confidentiality is required.
- Knowledge of Employment Standards, Labour Laws, Workplace Safety and Health, and Human Rights.
- Ability to problem solve, prioritize and multi-task.
- Ability to work independently and with a team.
- Strong interpersonal skills and ability to work in a fast-paced environment while maintaining a high attention to detail.
- Excellent oral and written communication skills.
- Strong proficiency in Microsoft Office programs (Word, Excel, Outlook).

- Must have a valid Manitoba driver's license and a reliable vehicle.
- Must be willing and able to travel to our 8 Southeast First Nation Communities via plane, boat or vehicle as required.
- Must have a current satisfactory Child Abuse Registry Check, Adult Abuse Registry Check, Criminal Record check (including Vulnerable Sector Search), and Prior Contact Check as conditions of employment.

For the best results please apply directly using the following link:

<https://shawenimabinoojiiinc.easyapply.co/>

You are also welcome to apply to HR@shawenimabinoojii.org or drop your resume off at our main office located at 865 Main Street.

WE THANK ALL WHO APPLY HOWEVER ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED. PREFERENCE WILL BE GIVEN TO INTERNAL CANDIDATES, SOUTHEAST COMMUNITY MEMBERS AND SELF-DECLARED CANDIDATES (FIRST NATIONS, INUIT OR METIS).