



CHIPPEWAS OF GEORGINA ISLAND FIRST NATION

JOB POSTING

Human Resources Generalist

Reports To: Director of Operations

Classification: Full-Time

Position Overview

The Human Resources Generalist is responsible for supporting and administering a broad range of human resources functions that contribute to the effective operation of the organization. The Human Resources Generalist provides professional guidance and support in recruitment, onboarding, employee relations, performance management, policy administration, benefits administration, training and development, HR reporting, and employee lifecycle management. The Human Resources Generalist serves as a key resource for employees and management, ensuring compliance with applicable Federal employment legislation, organizational policies, and best practices. This position supports the organization's commitment to fostering a respectful, inclusive, and culturally responsive workplace while promoting employee engagement, professional development, and organizational success.

Qualifications

- Post-secondary diploma or degree in Human Resources Management, Business Administration, Public Administration, or a related field.
- A combination of relevant education, training, and experience may be considered.
- Minimum of two (2) years of progressive experience in a Human Resources role.
- Certified Human Resources Professional (CHRP) designation or working toward certification is considered an asset.
- Experience working within a First Nation, Indigenous organization, government, or public sector environment is considered an asset.
- Working knowledge of employment-related legislation.
- Ability to research, interpret, and apply legislation, policies and procedures.
- Strong understanding of recruitment, onboarding, employee relations, performance management, and benefits administration.
- Excellent verbal, written, and interpersonal communication skills.
- Strong organizational, planning, and time-management abilities.
- Strong conflict resolution and mediation skills.
- Proficiency in Microsoft Office Suite and Human Resource Information Systems (HRIS).
- Ability to maintain confidentiality and handle sensitive information with professionalism and discretion.
- Ability to work independently and collaboratively within a team environment.
- Show cultural awareness, sensitivity, and respect for Indigenous cultures, traditions, and values.
- Maintain the highest standards of confidentiality and ethical conduct.

Responsibilities

- Coordinate and support all stages of the recruitment process.
- Serve as a primary point of contact for applicants throughout the recruitment process.
- Maintain recruitment records and generate recruitment-related reports and metrics.
- Ensure new employees are set up in the Human Resource Information System (HRIS) and ensure completion of required onboarding documentation.
- Conduct probationary reviews and employee check-ins and provide feedback to supervisors and managers.

- Maintain accurate employee personnel files and HR records.
- Process employee lifecycle changes, including transfers, promotions, title changes, salary adjustments, leaves of absence, and terminations.
- Assist in maintaining and updating the Human Resource Information System (HRIS).
- Administer employee benefit programs and pension plans.
- Coordinate and support the performance review process across the organization.
- Assist managers in addressing performance concerns and implementing performance improvement plans.
- Assist in the development, implementation, review, and revision of HR policies, procedures, and programs.
- Ensure compliance with employment legislation, workplace policies, and organizational standards.
- Assist with the development and delivery of employee learning opportunities and organizational development initiatives.
- Support leadership development and succession planning programs.
- Coordinate employee departures, retirements, and terminations.
- Coordinate final documentation, system access removal, and benefit terminations.
- Participate in special projects, organizational initiatives, and community events as assigned.
- Perform other related duties consistent with the position and organizational needs.

Why Work with the Chippewas of Georgina Island First Nation

- Beautiful waterfront location on Georgina Island
- Competitive salary and benefits

How to Apply

Please submit the following:

- Cover letter
- Detailed résumé

Send applications or questions about this position to:

Kevin Winch, Director of Operations

Email: careers@georginaisland.com

Subject Line: *Human Resources Generalist*

Fax: 705-437-4597

Resumes may be submitted by fax or e-mail.

Deadline: Open until filled.

******Only applicants meeting the minimum requirements will be contacted******

Posted: June 3, 2026