



EMPLOYMENT OPPORTUNITY

Position Title: Human Resources Coordinator
Report To: Human Resources Manager
Location: Natoagenag, NB
Anticipated Start Date: September 15, 2025
Application Deadline: September 9, 2025

NSMTC Member Communities:

Ugpi'ganjig (Eel River Bar), Oinpegitjoig (Pabineau), Natoaganeg (Eel Ground), Metepenagiag (Red Bank), L'nui Menikuk (Indian Island), Tjipogtotjg (Buctouche), Amlamgog (Fort Folly).

Position Overview:

The Human Resources Coordinator is a key member of the Human Resources team, responsible for administering the group benefits and pension plan programs while also supporting day-to-day HR operations. This is an administrative role that involves maintaining accurate employee records, coordinating onboarding, assisting with recruitment activities, and acting as a liaison between employees, payroll, and benefit and pension plan providers. The ideal candidate brings strong attention to detail, excellent interpersonal skills, and the ability to manage multiple responsibilities in a confidential and professional manner.

Key Responsibilities:

Benefits & Pension Plan Administration

- Administer the group benefits plan, which includes life insurance, dependant life insurance, accidental death & dismemberment (AD&D), long-term disability, extended health (including vision), and dental coverage.
- Administer the registered pension plan (RPP), including employee enrollment, contribution changes, and general inquiries.
- Coordinate enrollment for new employees and support annual reviews to update dependent or family status changes.
- Ensure accurate and timely completion of all benefits and pension plan documentation and enrollment forms.
- Serve as the primary point of contact for employee questions related to plan eligibility, coverage, claims, and updates.
- Liaise with external providers and brokers to resolve issues and ensure effective plan delivery and support.
- Support leave of absence processes, including disability claims and return-to-work coordination.
- Reconcile benefits invoices and coordinate deductions with payroll and finance teams.



NORTH SHORE

Mi'kmaq Tribal Council

- Serve as the primary point of contact for the Employee and Family Assistance Program (EFAP), supporting employee access to services and promoting program awareness and utilization.

Human Resources Support

- Maintain accurate and up-to-date employee records, including electronic and paper filing systems.
- Coordinate HR-related meetings and interviews, including scheduling, document preparation, and minute-taking as needed.
- Support recruitment activities by posting job ads, organizing applications, conducting pre-screens, and coordinating reference checks.
- Coordinate onboarding for new employees, including preparation of new hire packages, collection of required forms and documentation (e.g. new hire forms, emergency contact info, void cheque, SIN, band status card, address, date of birth), and timely submission of payroll-related information.
- Coordinate orientation logistics and ensure a smooth onboarding experience.
- Support staff engagement initiatives, including recognition programs, training sessions, and wellness activities.
- Provide general administrative support to the HR function, contributing to a well-organized and responsive HR environment.
- Provide support to the HR Manager on a variety of tasks and projects as needed, ensuring flexibility and responsiveness to organizational priorities.
- Other duties as required to meet organizational objectives.

Qualifications & Skills:

- Post-secondary education in Human Resources, Business Administration, or a related field is preferred.
- CHRP designation or progress toward certification is an asset.
- 2–3 years of experience in an HR support or coordinator role, ideally including experience with benefits and/or pension administration. Strong knowledge of group benefits plans, registered pension plans, HR practices, and relevant employment legislation.
- Proficiency in Microsoft Office (Excel, Word, Outlook); experience with HRIS platforms is an asset.
- Exceptional organizational skills and a high level of accuracy and attention to detail.
- Strong interpersonal and communication skills with the ability to handle sensitive information with discretion.
- Demonstrated ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Demonstrated understanding of Indigenous people, traditions and socio-economic conditions is essential.
- Spoken and written English is essential; proficiency in Mi'kmaq will be considered an asset.

**What We Offer:**

- A work culture that supports employee wellbeing, diversity, engagement, and a sense of belonging.
- Competitive salary, pension, and benefits package, including access to an Employee and Family Assistance Program.
- Collaboration with a team of passionate professionals working towards contributing to the growth and success of First Nations communities.

Additional Information:

If you are passionate about directly supporting First Nation communities and are motivated, collaborative, innovative, and possess excellent communication skills, we encourage you to apply for this position.

The NSMTC is an equal opportunity employer and welcomes applications from all interested parties. However, if there are applicants of equal education, skills, and experience, preference may be given to members of our seven member communities.

Application Deadline:

Please submit your resume and cover letter to Tammy Scott, Human Resources Manager at careers@nsmtc.ca by September 9th at 4:00 p.m.

We thank those who apply, but only individuals selected for further consideration will be contacted. Applicants are responsible for the timely submission of applications.