



## EMPLOYMENT OPPORTUNITY

### HR ADMINISTRATOR

<b>POSITION TITLE</b>	HR Administrator
<b>DEPARTMENT</b>	Administration
<b>SALARY</b>	\$ 55, 000 - \$ 65, 000 per annum
<b>TERM</b>	Full-time/Permanent
<b>LOCATION</b>	Liverpool, Queens County Nova Scotia Works with all communities and locations, as required: Hammonds Plains, Yarmouth, Shelburne, Medway, Wildcat, Ponhook, Liverpool, and Gold River
<b>ESTIMATED START DATE</b>	October 2025

Wasoqopa'q First Nation (formerly Acadia First Nation) is governed as a custom band under the provisions of the Indian Act with established bylaws, policies and procedures. The First Nation's electoral system constitutes an election once every five (5) years with positions for one Chief and eight (8) councillors. Chief and Council elect, are the governing body responsible for making decisions for the overall health and well-being of communities, Elders, youth and families.

Wasoqopa'q First Nation is unique in its geographical composition, spread throughout the Southwestern regions of Nova Scotia spanning five counties from Yarmouth to Halifax, encompassing six (6) reserves - Yarmouth, Ponhook, Medway, Wildcat, Gold River, and Hammonds Plains, in both rural and urban settings. To support administration and business operations, Wasoqopa'q First Nation, with supporting staff, provides programs and services within two (2) Health Centres, a Youth Centre, two (2) Community Centres, six (6) administration offices, and six (6) business establishments, including economic development, education, employment, fishing, forestry, health, housing & maintenance, human resources, and social.

#### POSITION OVERVIEW AND OBJECTIVE

WFN is currently recruiting for a Human Resources (HR) Administrator, reporting to the Director of Human Resources, responsible for supporting the operations of Wasoqopa'q First Nation (WFN) Human Resources, including administrative support in recruitment, onboarding, maintaining internal databases and records, occupational health and safety and other related human resources activities, in accordance with applicable legislative standards and aligned with the WFN HR Strategic Plan and Strategy, and Mi'kmaw cultural values and guiding principles.

#### ESSENTIAL FUNCTIONS AND DUTIES

##### HR ADMINISTRATION

- Supports the Director with overall operations of Wasoqopa'q First Nation Human Resources and Occupational Health and Safety
- Aligns all WFN human resource activities with Mi'kmaw cultural values and guiding principles
- Maintains a high degree of professionalism, integrity and confidentiality, through interactions and access to employee information
- Develops, implements and reports on an annual workplan in HR administration, in accordance with the HR Strategic Plan, annual HR Strategy and HR Administrator job description
- Adheres to and supports the execution of the HR Strategic Plan and annual HR Strategy that aligns with the WFN Strategic Plan



- Maintains the HR Employee Database across administration and business operations, with monthly reports and updates provided to the Director
- Participates in weekly team meetings, quarterly check-ins to align HR efforts in supporting Wasoqopa'q First Nation priorities and goals
- Aligns all HR administration activities in compliance with all applicable legal standards
- Participates and supports the HR Committee, including organization of meetings, materials and minutes
- Supports the management of the HR filing system in administration and business operations, both electronically and in some paper format, in compliance with all applicable legal standards
- Conducts updates to HR personnel files on a weekly basis, and or as needed, maintaining accurate and up to date records at all times
- Champion of the WFN Human Resources SharePoint site, organizing, uploading and maintaining up to date content for administration and business operations
- Supports the development and execution of WFN employee events, activities and training e.g. HR professional development days, staff meetings and or cultural events and activities

#### **RECRUITMENT AND STAFFING**

- Monitors and maintains the recruitment email, including candidate communications, organizing and gathering resumes per each requirement activity, addressing inquiries and ensuring that candidates are meeting recruitment deadlines
- In collaboration with the Payroll Administrator, establishes new employees in the HR and Payroll System, establishing an employee profile and uploading paperwork
- Provides administrative support for WFN Human Resources recruitment processes, including job postings, interview boards and reference checks, as needed
- Assists the Director with new employee onboarding, including handbooks, orientation and required paperwork, as needed

#### **OCCUPATIONAL HEALTH AND SAFETY**

- Organizes, coordinates and supports the implementation of the Joint Occupational Health and Safety Committee (JOHSC), including organizing meetings, scheduling workplace inspections and other JOHSC activities, and maintaining all JOHSC documentation and records
- Maintains the WFN Health and Safety System, including the WFN Health and Safety database, set-up and maintenance of the Complete Safety Training Portal and adherence to the WFN Health and Safety Plan
- Plans and coordinates occupational health and safety training, both virtually and in person, across administration and business operations (e.g. First Aid and CPR, WHMIS)
- Establishes and maintains a wide range of contacts, and relationships with WFN employees, Mi'kmaw and or Indigenous organizations and service providers
- Adheres to all Wasoqopa'q First Nation (WFN) Policies, Procedures and administrative processes, as required
- Works in a team environment, including supporting other duties, training and activities related to the operational needs of Wasoqopa'q First Nation Human Resources and the position, as required

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#### **QUALIFICATIONS**

- WFN Band Member, First Nation or Indigenous
- Degree or Diploma in Human Resources, Business Administration or related field and or combination of education and work experience



- Knowledge of Mi'kmaq and or Indigenous Culture & History
- Knowledge and experience working in a Mi'kmaw and or Indigenous communities is required
- Knowledge of Provincial and Federal Employment Standards and other human resources legislation
- Proficiency with Microsoft Office Suite of software (Word, Excel, Powerpoint, Outlook and SharePoint) is required
- First Aid & CPR, WHMIS and OH&S Certification is considered an asset
- Criminal Record and Vulnerable Sector Checks are required upon hiring, Child Abuse Registry Check to be completed every two years

#### **REQUIRED ABILITIES, SKILLS AND COMPETENCIES**

- Demonstrated knowledge and cultural sensitivity, in understanding and respecting diverse backgrounds and lifestyles
- Self-motivated, ability to work unsupervised with a high level of productivity and accuracy
- Strong work ethic and ability to work in an environment requiring a high degree of professionalism, discretion and confidentiality
- Excellent communication, interpersonal and employee relations skills
- Critical thinking and problem-solving skills, with the ability to come up with creative solutions
- Proven ability to multi-task, set priorities based on competing demands
- Strong organizational and time management skills
- Excellent communication skills, both orally and written
- Thrives in a high-paced and collaborative environment
- Ability to work independently and as part of a team
- A commitment to fostering, cultivating and preserving a culture of diversity, equity and inclusion

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#### **WORKING CONDITIONS**

- Hours of work are expected to occur Monday to Thursday 8:00am to 5:00pm daily, with occasional evenings, dependant on events and activities
- A great deal of time is spent working indoors in a well maintained, heated/ventilated environment with modern and up-to-date equipment
- Long periods of work with office equipment and computer can occur
- There are instances of moving objects and lifting equipment and or boxes up to 20 lb
- Travel to other offices and or businesses requires driving for significant periods of time
- A valid driver's license and access to a reliable vehicle for transportation is required

#### **APPLICATION REQUIREMENTS**

Submit Cover Letter and Resume to [resumes@acadiaband.ca](mailto:resumes@acadiaband.ca) \*\*Please quote HRADMINISTRATOR# on your cover letter and indicate your salary expectations for this position.

WFN appreciates the interest of all applicants, only those selected for an interview will be contacted. WFN does not assume candidate expenses related to this recruitment process.

In accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission, if all qualifications are equal, preference will be given to persons of Aboriginal ancestry and if a Wasoqopa'q First Nation Band member.



**DEADLINE TO APPLY**

**Deadline to Apply: September 17, 2025**

*Wasoqopa'q First Nation is committed to fostering a safe workplace that provides an equitable, diverse and inclusive environment, where employees are treated professionally and with dignity and respect. We value the contributions that each person brings, and are committed to ensuring equal opportunity and participation as part of the WFN team.*

***We are a community. We make a difference.***