



RECRUITMENT AND TRAINING COORDINATOR

PERMANENT FULL-TIME POSITION (37.5 hours per week)

LOCATION: Provincial Office – Station Tower (13401 – 108th Avenue, Surrey)

CLOSES: Posting will remain open until filled and will close without notice

ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism, MNBC strives to build a proud, self-governing, sustainable Nation in recognition of inherent rights for our Métis citizens, assisting in the delivery of services based on policy, process, and specified regulations.



MNBC's *Employer of Choice Initiatives* offers employees a competitive total compensation package including:

- ✓ comprehensive group benefit package or health-care spending account and enrollment in the Municipal Pension Plan
- ✓ 15 paid days per year for statutory and cultural days (Indigenous Peoples Day, Truth and Reconciliation Day, & Louis Riel Day)
- ✓ carpool, parking & public transit subsidies (Provincial Office only)
- ✓ educational spending account and professional development allowances to provide annual funding to continue lifelong learning and skills upgrade.
- ✓ remote workplace supports.

ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Human Resources team as a **Recruitment and Training Coordinator**.

Reporting to the HR Generalist or their delegate, the primary objective of the role is to manage all full-cycle recruitment and staff development activities. The Recruitment and Training Coordinator's work will ensure that MNBC is following best-in-class recruitment practices and providing for a fantastic candidate and employee experience, while at the same time empowering our hiring managers to make great hiring decisions.

KEY DUTIES AND RESPONSIBILITIES

- Conduct full-cycle recruitment activities including position development with hiring managers, posting job ads, sourcing, screening, interviewing, and preparing job offers in a fast-paced, changing environment.
- Conduct reference checks and criminal record checks.
- Conduct new hire orientations with new staff in-person or virtually to ensure positive start to employment.
- Develop a pipeline of talent for current and future opportunities through networking activities.
- Act as an employee brand ambassador with every candidate interaction.
- Aid in creating and refining processes using best practices to ensure efficient and effective talent acquisition activities.
- Maintain recruitment metrics for analysis and reporting to support MNBC business decisions.
- Map out quarterly and annual training plans and schedules.
- Aid in designing and developing training programs (outsourced or in-house) for corporate, HR training and more.
- Market available training opportunities to employees and provide necessary information.
- Oversee and track employee attendance, performance, success, and progress.
- Collaborate with/provide support to all HR department areas to ensure department goals are met and the success of all areas of HR.
- Prepare ad hoc reports, presentation or other HR related material as needed.

THE IDEAL CANDIDATE

- Completion of a post-secondary degree in Human Resources and CPHR designation
- Minimum of one (1) year of experience in a recruitment or HR role
- Combination of relevant experience, education, and training will be considered.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Extensive knowledge of Employment Standards, Human Rights legislation, WorkSafe BC legislation, and PIPA.
- Demonstrated ability to effectively communicate both verbally and in writing
- Ability to lead, problem solve, and utilize team-building skills
- Proven ability to utilize strong interpersonal skills to deal with others effectively
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision
- Proven ability to utilize, adapt and embrace new technologies, including Word, Excel and other database/software required by the role

OTHER COMMENTS

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC
- There will be a need to attend meetings and events which may require work and travel outside of

the normal business hours

- Ability to provide a satisfactory Criminal Record Check
- Valid BC Class 5 Driver's license and access to reliable personal vehicle for work purposes

The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.

PLEASE NOTE THAT CANDIDATES MUST APPLY by using "Recruitment and Training Coordinator" in the subject line of your email, please send your resume and cover letter to:

[Vanessa Masters](#)

Senior Director of Human Resources

Métis Nation British Columbia

Email: careers@mNBC.ca