



INDEPENDENT FIRST NATIONS ALLIANCE

Job #179 Recruitment Coordinator

Location: Sioux Lookout Office (Onsite)

Department: Human Resources

Type of Role: Full-Time

Are you passionate about being responsible for full cycle recruitment, workforce planning, and developing and implementing recruitment strategies to attract qualified candidates for various roles across all IFNA departments. This role requires exceptional interpersonal skills, time management skills, and strong communication abilities. The role will report to the Human Resources Manager.

Responsibilities:

- Develop and implement recruitment strategies to meet IFNA's staffing needs.
- Track workforce planning progress with tools like maps, trackers, dashboards, and the 9-box, with quarterly updates.
- Analyze and adjust staffing strategies as needed.
- Understand IFNA's structure and reporting relationships.
- Maintain up-to-date records of active and filled positions.
- Create and maintain job descriptions and postings for all roles.
- Establish accounts on platforms (local, regional, government, post-secondary) to post job openings.
- Represent IFNA at career fairs and build relationships with vendors to attract talent.
- Assess candidates' fit for roles and IFNA's culture.
- Share qualified candidates with department managers.
- Coordinate interview schedules and logistics.
- Take interview notes and compile feedback.
- Conduct reference checks for successful candidates.
- Work with HR to improve recruitment processes and systems.
- Assist in HR projects as needed.

Position Requirements:

- Minimum 2 years of experience in recruitment or a related HR field, with a focus on talent sourcing and candidate selection.
- Strong understanding of recruitment tools, sourcing techniques, and platforms.
- Demonstrated experience with workforce planning, utilizing tracking systems and dashboards.
- Strong organizational skills, with the ability to maintain accurate records of candidates and positions.
- Excellent written and verbal communication skills, with the ability to effectively engage with candidates and internal stakeholders.
- Proficient in the use of Microsoft Office Suite.
- Ability to maintain a high level of confidentiality when handling sensitive information.



- Ability to travel to IFNA communities, conferences, or meetings via vehicle or small aircraft
- Familiarity of Indigenous communities and organizations; experience working for an Indigenous organization.
- Valid driver's license G, clear driving abstract, and access to a vehicle required.

Note: Flexibility is key at IFNA. You may occasionally cover tasks outside your role, ensuring comprehensive support for our organization's mission.

Why Join IFNA? If you're ready to contribute to our organization and make a meaningful difference, apply now to join our team. We welcome individuals who are committed to supporting the well-being of our communities.

We offer a full benefits package for full-time positions including health, dental, life insurance, short- and long-term disability, pension and vacation starting at 3 weeks.

Salary Range: \$61,000 – 77,000

Schedule: Regular hours from Monday to Friday

Submit your resume and cover letter outlining your relevant experience and why you are the ideal candidate for this position to recruitment@ifna.ca identifying **Job #179**. We look forward to welcoming you to our team!

Deadline: Position will be open until filled.

Please note that only candidates under consideration will be contacted.

We value diversity and encourage individuals from Indigenous backgrounds to self-declare, as preference may be given to candidates with such backgrounds in line with our commitment to inclusivity and community representation.

IFNA encourages any applicant with accessibility considerations to come forward throughout the recruiting processes.