
Full-time, Permanent position
(open to hybrid work from the Akwesasne or Ottawa office)

ABOUT FNMHF

The First Nations Market Housing Fund (the “Fund”) is a registered not-for-profit trust created by the Government of Canada in 2008. The Fund is led by a board of 9 Indigenous trustees from across Canada. The head office is located ‘on-reserve’ in the Mohawk Territory of Akwesasne, with one satellite office located in Ottawa, Ontario.

Our mandate is to help facilitate access to financing for loan-based housing in First Nations communities; and to create the capacity in First Nations communities to support and sustain loan-based housing programs.

As we work towards increasing the opportunities for on-reserve loan-based homeownership, our vision is for *“First Nation prosperity through homeownership”*.

The successful candidate will be eligible for flexible work hours, hybrid working options, a competitive salary and benefits package. In addition, Indigenous employees, who meet CRA criteria for working ‘on-reserve’, will have the opportunity to earn tax free income.

POSITION SUMMARY

Reporting to the Chief Executive Officer, the HR Generalist plays a critical role in upholding the presence of Human Resources within the Fund. Their main purpose is to manage the day-to-day HR operations. They will coordinate the implementation of services, policies, programs, and recruitment activities. They will assist and advise Supervisors and Management on Human Resources issues including employee and labour relations.

KEY ACCOUNTABILITIES

HR Policies & Procedures

- Review and update current HR policies and procedures.
- Ensure that policies and procedures are compliant with relevant laws and regulations.
- Administer policies and procedures and communicate changes to all staff.
- Monitor and update the organization structure and job descriptions as required.
- Create and maintain succession planning and exit interviews to inform policies and procedures.
- Handle termination-related matters and prepare termination and severance letters.
- Be well-versed in laws and regulations regarding hiring and firing.

Benefits Administration & Employee Support

- Maintain relationships with health and other benefit providers.
- Ensure compensation and benefits packages are competitive and attractive to current and potential employees.

- Provide information to employees on benefits information including retirement planning, health benefits available, etc.
- Maintain confidential and accurate employee records, performance evaluations, and other HR documentation.
- Coordinate training and professional development requested by staff.
- Provide training and advice to other team members on HR matters.
- Provide support for employee inquiries and foster positive employee relations.

Recruiting & Onboarding

- Provide recruiting assistance and candidate sourcing including student placements/internships.
- Maintain relationships with employment agencies.
- Prepare and coordinate job postings.
- Review, assess, and screen resumes.
- Schedule interviews with appropriate staff/management.
- Verify credentials and check references of candidates.
- Work with legal advisors and management to prepare letters of offer for successful candidates.
- Develop, implement, and manage employee onboarding process and coordinate orientation for new staff and Trustees.

Performance Management

- Manage and monitor performance-related issues.
- Ensure that performance evaluations are carried out at mid-year and year end by management.
- Work with management to create, maintain, and update performance management plans and the evaluation process.
- Work with staff on career development planning.

Team Member

- Work as a team player promoting a positive and professional work environment and conducts role with integrity and respect.
- Demonstrate culturally and ethically appropriate behavior and comply with the standards of conduct developed for FNMHF.
- Abide by the policies and procedures of FNMHF.
- Abide by the Occupational Health and Safety Act, and work in a manner that is safe, reporting incidents immediately to direct supervisor.
- Perform other duties as assigned in order to meet the overall goals and objectives of FNMHF.
- Operate within the culture and core values of the organization.
- Maintain knowledge and expertise in relevant fields.

EDUCATION AND EXPERIENCE

- University degree in human resources management or related discipline.
- Three (3) years of experience in similar positions.
- A combination of education and related experience will also be taken into consideration.
- Additional certifications and skills such as knowledge on performance evaluations, conflict resolution, negotiation skills, employee motivation, human resources policies, best practices, and other related skills.

KNOWLEDGE AND SKILLS

- Knowledge and expertise in HR policies and procedures.
- Significant knowledge of the hiring process.
- A strong understanding of best practices and current regulations specific to HR.
- Excellent judgment and problem-solving skills.
- Knowledge about conflict management.
- Strong decision-making skills and ability to maintain confidentiality.
- Excellent written, verbal, and interpersonal communication skills; including empathy and active listening.
- Proficiency in software such as MS Office 365 applications, Adobe Acrobat, online Time Management Systems, online meeting software such as Zoom and Teams.

ORGANIZATIONAL VALUES

All work at FNMHF must be done in line with the organization's values:

LOVE

- We are committed to addressing the needs and interests of First Nations individuals, families, communities, and Nations in safe and sustainable ways.

HUMILITY

- We remain open to new ideas that help us better fulfill our mission and responsibilities.

RESPECT

- We work at the pace of each First Nation, respond to their diversity, and care for the communal nature of the land.

COURAGE

- We are willing to do our part to decolonize, engage in reconciliation, promote the changes necessary to increase loan-based home ownership, and celebrate success.



FIRST NATIONS MARKET HOUSING FUND

POSITION PROFILE

HR Generalist

HONESTY

- We are clear about our focus on loan-based housing, our ability to support other housing needs of Indigenous Peoples, and our willingness to be accountable.

WISDOM

- We know when to listen, learn, advocate, collaborate, and innovate.

TRUTH

- We acknowledge that broad solutions are needed for the housing realities that Indigenous Peoples face on a daily basis and that loan-based housing is only one part of the solution.

APPLICATION INFORMATION

We invite qualified candidates to send their resume and cover letter telling us why you think you would be a great addition to our team at the FNMHF to info@fnmf.ca no later than November 17, 2023.

As preference in hiring may be given to Indigenous candidates, all applicants are encouraged to self-identify. Although English is the working language, please also indicate your level of understanding of French and any Indigenous language.

We thank all applicants for their interest. Please note, only those selected for an interview will be contacted.