

POSITION PROFILE

Human Resources Coordinator	
Dept: Human Resources	Reports To: Human Resources Director
Staff: 0	Revision Date: June 2026
PURPOSE	
<p>The Human Resources Coordinator provides administrative and operational support to the Human Resources (HR) Department and contributes to the delivery of effective HR services for the Vuntut Gwitchin First Nation (VGFN). The position is responsible for coordinating recruitment activities, maintaining employee records, supporting onboarding and offboarding processes, administering employee programs, and assisting with the implementation of HR policies, procedures, and initiatives. It serves as a key point of contact for employees, Directors and Managers, ensuring HR processes are delivered in a professional, confidential, and culturally respectful manner that aligns with VGFN values and organizational objectives.</p>	
KEY PERFORMANCE AREAS	
<ol style="list-style-type: none"> 1. Recruitment and Selection - Coordinates the full recruitment process, including advertising vacancies, screening applicants, scheduling interviews and supporting candidate assessments. Prepares employment offers, contracts and onboarding documentation while maintaining recruitment records and tracking systems. Assists with workforce and succession planning initiatives to support organizational staffing needs. 2. Administrative Support - Provides administrative support to Human Resources through the preparation of correspondence, reports, and employee documentation. Coordinates orientations, training, meetings, and responds to routine HR inquiries. Supports HR programs, policy reviews, employee benefits administration and organizational initiatives. 3. Performance Management - Administers performance management processes by coordinating review cycles, tracking probation periods and maintaining evaluation records. Assists Directors and Managers with performance documentation and development planning. Supports employee learning and development while monitoring compliance with performance management requirements. 4. Communication and Stakeholder Engagement - Acts as a key contact for the Department and maintains positive relationships with staff, Citizens and external stakeholders. Assists in communicating HR policies, programs and employment information in a clear and professional manner. Supports employee engagement, recognition initiatives and promotes a respectful and culturally aware workplace. 5. Financial - Supports administration by tracking expenditures, processing purchase orders, invoices, and monitoring recruitment and training costs. Assists with budget preparation and reporting for HR programs and activities. Maintains accurate financial records and ensures compliance with organizational financial policies and procedures. 6. File Management - Maintains accurate, confidential and up-to-date employee and HR records in both electronic and physical formats. Ensures employment-related documentation is properly filed, 	

retained and managed in accordance with organizational requirements. Supports records management practices while maintaining compliance with privacy and information management standards.

ACCOUNTABILITY & IMPACT

- Departmental staff can access accurate and timely information and records to inform decision making.
- Work tasks are planned, coordinated and prioritized effectively within each assignment.
- A cooperative relationship exists with all Departments and staff.
- Strong administrative support internally allows the Director to focus on strategic goals and effective service delivery.
- Service orientation and positive interactions with this position results in high client satisfaction.
- The credibility of the Department is maintained through a high level of confidentiality and efficiency.
- The VGFN Standards of Conduct are modelled and promoted.

FINANCIAL CONTROL

Annual budget under direct control of this position:	None
Other responsibilities & influences:	None

WORKING CONDITIONS

Environment:	Work is in a normal office environment where there are few undesirable conditions. Many situations are confidential and require sensitivity, cultural competence and compassion.
Physical:	Normal
Hazards/equipment:	Exposure to stress, emotional fatigue and verbal abuse.
Travel:	Some travel may be required between Old Crow and Whitehorse.

This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.

POSITION COMPETENCY PROFILE

Knowledge & Experience

- Certificate or diploma in Human Resources Management, Business Administration, Public Administration or an equivalent combination of experience and training.
- Experience supporting recruitment, onboarding, records management, and employee programs.
- Understanding Yukon employment legislation and HR best practices.
- Proficient with Microsoft Office Suite and HR information systems (HRIS).
- Experience working with Indigenous governments, First Nation organizations or public sector environments is considered an asset.

Behavioral Competencies

- Approachable with a focus on positive and helpful customer service
- Respect and Integrity
- Effective verbal and written communications
- Self-awareness
- Time management and organizational skills
- Team player
- Flexibility and willingness to adjust to changing priorities
- Discretion and confidentiality
- Initiative
- Attention to detail

Conditions of Employment

- RCMP Criminal Records Check