



Kermode Friendship Society

Registered with Revenue Canada as a "charitable organization"

4714 Park Ave , Terrace, B.C. V8G 1W1

Phone: 250 635- 4906

Website www.kermodefriendship.ca

Human Resources Coordinator

Location: Terrace, BC

Start Date: As soon as possible

Hours: 35 hours per week

Wage: \$34/hourly, commensurate with experience

Benefits: Extended health and dental benefits, paid vacation, statutory holidays, professional development opportunities

About Us

Kermode Friendship Society operates within the Friendship Centre model, guided by the values and principles of the National Association of Friendship Centres and the BC Association of Aboriginal Friendship Centres. Friendship Centres are community-driven, Indigenous-led hubs that provide culturally grounded programs and services to Indigenous peoples living in urban environments.

We are committed to reconciliation, cultural safety, and community empowerment while supporting individuals with disabilities and their families through inclusive and holistic services.

Position Summary

The Human Resources Coordinator supports the people and culture of the Friendship Centre by coordinating recruitment, onboarding, employee relations, compliance, and HR administration. This role helps ensure that HR practices reflect Indigenous values, community accountability, and inclusive employment standards.

The HR Coordinator works collaboratively with leadership, Elders, program managers, and staff to maintain a respectful and culturally safe workplace.

Job Duties

- Coordinate full-cycle recruitment using inclusive and culturally safe hiring practices
- Support onboarding processes, including Indigenous cultural orientation for new staff
- Administer employee benefits, leaves, and payroll coordination
- Provide guidance and support on employee relations and conflict resolution
- Assist with staff wellness initiatives and trauma-informed workplace practices
- Support staff training initiatives, including Indigenous cultural competency
- Ensure compliance with WorkSafeBC and BC employment legislation
- Attend weekly and monthly program staff meetings
- Maintain HR records and support HR administrative functions
- Assist in planning and participate in annual Kermode Friendship Society activities such as International FASD day, National Indigenous People's Day event, National Truth & Reconciliation Day event, National Addictions Awareness Week, and the Kermode Friendship Society Christmas Dinner.



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Qualifications

- Diploma or degree in Human Resources, Business Administration, or a related field
- Minimum 2–3 years of HR experience (nonprofit and/or Indigenous organization experience preferred)
- Knowledge of BC employment legislation and human rights frameworks
- Strong interpersonal, organizational, and communication skills
- Ability to maintain confidentiality and professionalism

Assets

- Experience supporting individuals with disabilities
- Understanding of Indigenous governance structures and community-based service models
- CPHR designation or working toward certification
- Training in cultural safety, anti-racism, or trauma-informed practice

Employment Equity

As an Indigenous-serving organization operating under the Friendship Centre model, preference may be given to qualified Indigenous applicants in accordance with Section 41 of the BC Human Rights Code. We strongly encourage applications from Indigenous peoples, persons with disabilities, and members of equity-deserving groups.

How to Apply

Please submit your resume and cover letter to:

Email: hr@kermodefriendship.ca

Subject Line: Human Resources Coordinator Application

Applications will be accepted until the position is filled.