



ONTARIO FIRST NATIONS
TECHNICAL SERVICES
CORPORATION



Head Office

78 First Line Road - Unit 202, Box 8
New Credit Commercial Plaza
Hagersville, ON N0A 1H0
(905) 768-3399

Brantford Service Centre

195 Henry Street - Building #4, Unit #3
Brantford, ON N3S 5C9
(226) 493-0225

Thunder Bay Service Centre

1159 Alloy Drive - Suite 202
Thunder Bay, ON P7B 6M8
(807) 623-9595

Atikameksheng Anishnawbek

609 Gabode Drive
Naughton, ON PoM 2M0



info@ofntsc.org



ofntsc.org

HR Generalist

Location: Brantford, Ontario

The Ontario First Nations Technical Services Corporation (OFNTSC) is a nonprofit organization that provides technical advisory services, training, and capacity development to First Nations communities in Ontario. By offering a wide range of specialized services and expertise, OFNTSC helps to enhance the quality of life, promote self-sufficiency, and foster economic growth within these communities.

We seek a highly motivated and skilled HR Generalist to join our team at OFNTSC. Under the guidance of the Director of Human Resources the HR Generalist role is integral to ensuring the office's seamless daily operations while supporting strategic initiatives in recruitment, administration, and community engagement. This position requires exceptional interpersonal and communication skills, strong organizational skills, a keen attention to detail, and the ability to handle various administrative tasks professionally and efficiently.

These tasks must be executed in alignment with the culture and values of OFNTSC while maintaining strict confidentiality.

Responsibilities:

- Provide administrative support across HR functions, including maintaining employee records, preparing documentation, taking meeting notes, coordinating activities, and supporting day-to-day operations.
- Lead and coordinate recruitment outreach initiatives to build strong candidate pipelines and increase awareness of OFNTSC employment opportunities.
- Develop and maintain relationships with Indigenous employment organizations, post-secondary institutions, high schools, employment centres, and community organizations.
- Coordinate and represent OFNTSC at job fairs, career fairs, trade shows, community events, school events, and other employment and recruitment initiatives.
- Research and identify new recruitment opportunities, outreach strategies, events, partnerships, and platforms to support organizational staffing needs.
- Ensure job postings are accurately published across relevant job boards, Indigenous employment platforms, and academic institutions; regularly monitor, update, and remove postings as required to maintain accuracy and visibility.
- Coordinate recruitment campaigns, including job postings, recruitment materials, candidate communications, interview scheduling, and follow-up, in collaboration with the HR Administrator.



- Support the development of recruitment materials, presentations, information sessions, and other resources that promote OFNTSC as an employer of choice.
- Provide support to the Joint Health and Safety Committee (JHSC), including coordinating meetings, agendas, minutes, action items, training, documentation, and follow-up on committee recommendations.
- Assist with projects, policy implementation, process improvements, compliance activities, and other HR responsibilities as required, while maintaining confidentiality and professionalism.
- Organize and maintain calendars, coordinate meetings, and manage logistics for appointments and events.
- Maintain accurate documentation, organize records, and respond to emails in a timely and professional manner, ensuring compliance with OFNTSC policies and procedures.

Qualifications:

- Completion of post-secondary education in Human Resources, Office Administration, Business Administration, is considered an asset. If not currently held, they must be willing to obtain.
- Proficiency with Microsoft Office Suite, Google Workspace, and HR-related systems or databases, with the ability to handle confidential information with discretion, work independently, and exercise sound judgment.
- Strong communication, presentation, networking, organizational, and time management skills, with the ability to manage multiple activities, events, meetings, and deadlines.
- Existing JHSC certification or a CHRP designation considered an asset; willingness to obtain relevant certifications or pursue a CHRP designation is required.
- Experience with Google Workspace, Microsoft Office Suite and BambooHR prior experience is preferred but not required for candidates who demonstrate strong organizational and communication skills.

Conditions:

- Some out-of-town traveling is required through the province of Ontario.
- Reliable and insured vehicle and valid Ontario Class G driver's license.

*Preference will be given to qualified First Nations applicants for any employment opportunities, following the Ontario Human Rights Code.

Come join our growing
organization!

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Abi wiji'ien ndo
wiji-nakiindwin myaajiiging

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Taskwatia'táhrhahs ne onkwentióhkwa
né:ne iotehiahróntie!



At OFNTSC, we value diversity, equity and inclusion and strive to create a safe, respectful workplace. In accordance with OFNTSC's Accessibility Policy, the *Ontario Human Rights Code*, and the *Accessibility for Ontarians with Disabilities Act*, candidates may make a confidential request for accommodations during the recruitment and selection process. For a confidential inquiry or to request an accommodation during any phase of the recruitment and selection process, please contact Human Resources at humanresources@ofntsc.org, or by calling 1-226-493-0225.



[APPLY HERE](#)

If you are passionate about supporting First Nations communities and possess the necessary skills and qualifications, please submit your resume and a cover letter outlining your suitability for the position. Please upload your documents and label them as **[LastName_FirstName_HR Generalist]**.

We thank all applicants, however, only those receiving an interview will be contacted.

