



Les Femmes Michif Otipemisiwak
Women of the Métis Nation
180 Elgin St Suite 602
Ottawa, ON K2P 2K3

Office: 613-232-3216

Job Posting

Human Resources Manager

Employer: Les Femmes Michif Otipemisiwak / Women of the Métis Nation (LFMO)

Position Title: Human Resources Manager

Reports to: LFMO President

Status: Full-Time

Closing Date: Until Filled

About our organization:

Les Femmes Michif Otipemisiwak (LMFO) is the recognized voice of Métis women from across the Métis Motherland. Our vision is to be an organization of strong Métis women, and as the mandated voice of women in the Métis Nation, to play a significant role in enhancing the social, cultural, economic, environmental and health and wellbeing of all Métis people with a focus on Métis women, youth and those who are two spirited and gender diverse.

Our mission is to ensure that Métis women from across the Motherland are safe, respected, connected, empowered, and have the capacity to work with Canadian and Métis governments, agencies and organizations to help create the conditions for healthy, vibrant and productive communities throughout the Métis Nation. Please visit our website: www.metiswomen.org to learn more about us.

Our work is based on the core values of:

- Cultural safety, honour and respect;
- Accountability, responsibility and stewardship;
- Reciprocity, collaboration and cooperation; and
- Commemoration, reconciliation and reparation.

Our work aims to be respectful of all our people, while promoting inclusivity, gentleness, and openness and to create safe spaces for those who are gender diverse.

If you are:

- A leader with Human Resource Management experience

- An excellent communicator who engages and motivates those you work with to create meaningful impact
- Insightful and culturally-sensitive to issues facing Métis and other Indigenous Women
- Focused on delivering results while maintaining a strength-based approach
- A manager who thrives in an environment that allows you to create and implement meaningful change that creates positive impact for those you serve

Position Summary:

The Human Resources Manager works as a key member of the LFMO Team, working directly with and reporting to the President. You will be the Human Resources Manager for our growing organization, leading recruitment, human resource management and retention activities and strategies. In this role, you will provide support to both our Ottawa-based and remote staff. Human Resource management, including supervision, training, performance reviews, recruitment, retention and mentoring of staff will be a priority in your role.

Key Responsibilities:

- Communicate and work collaboratively with the President and staff of LFMO to promote staff productivity, work plan development, timely recruitment and effective human resource management
- Supervise and manage the human resources, recruitment, mentoring and evaluation of the staff team for LFMO
- In partnership with the President assist in supervising and monitoring the work of LFMO employees, providing guidance and motivation to support performance and success
- Review all submitted reports by staff to support performance, prevent issues and resolve problems
- Support the LFMO President in recruitment activities for LFMO
- Alongside the President, work ensure that staffing levels reflect the needs of the organization, and streamline the recruitment processes of the organization
- Provide strategic advice to the President with respect to Human Resource policy, recruitment, and retention strategies
- Ensure the ongoing development and communication of LFMO Human Resource policies and guidelines in partnership with the President

Preferred Professional Experience:

- Experience in Human Resource Management;
- Demonstrable experience in managing, supporting, and developing organizational human resources including recruitment and retention strategies;



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- Demonstrated experience and understanding of Non-profit, Indigenous, or related organizational management strategies and environments;
- Experience with applying human resource management best practices;
- Demonstrated organizational and leadership skills;
- Excellent communication, interpersonal and presentation skills;
- Experience and Understanding of the issues facing Métis Women, 2SLGBTQQIA+ Métis, Métis Communities is considered an asset;
- Demonstrated application of strength-based and trauma-informed approaches in management roles is considered an asset;
- Education and experience in operations and human resource management is considered an asset;
- Experience in working with and in Métis and other Indigenous Nations and communities considered an asset,

Key Skills and Knowledge Requirements:

- Highly effective human resource management skills, prioritization, multi-tasking, and time management skills to meet deadlines;
- Excellent written and verbal communication skills;
- Works well with others, and handles direction and feedback in a positive manner;
- Ability to absorb new ideas and concepts quickly and ensure they are clearly communicated to an audience;
- Politically and culturally sensitive;
- Ability to work independently & expeditiously, including working under tight timeframes and with competing priorities;
- Effective interpersonal skills and the ability to build and maintain effective networks and relationships and work as an integral member of various teams;
- Demonstrated sound judgement, tact, initiative, flexibility and problem-solving ability;
- Demonstrated superior level of computer literacy;
- Flexible schedule, may have to work evenings and weekends; and
- Able and willing to travel.

Preference may be given to:

*Preference may be given to individuals of verified Métis Nation and other Indigenous ancestry.
(Section 18 of the Human Rights Code of Ontario)*

We thank all applicants for applying for this position, only those shortlisted will be contacted. We appreciate your interest in Les Femmes Michif Otipemisiwak! Please send any inquiries to info@metiswomen.org.