



Job Posting: Human Resources Assistant
Department: Core
Location: Charlottetown
Position: Permanent, Full Time 37.5 hours/week
Salary: \$ 62,000 – \$72,000
Deadline to apply: April 10, 2026

The Mi'kmaq Confederacy of PEI (MCPEI) delivers quality programs and technical advice to Epekwitk Assembly of Councils, the Abegweit and Lennox Island First Nations' Councils and the provincial Indigenous community. As a member of MCPEI's workforce the successful candidate will be offered a competitive salary, quality benefits, generous vacation, and a respectful, healthy, and safe place to work and grow as a professional.

THE ROLE

Reporting to the Human Resources Manager, the Human Resources Assistant provides a range of administrative and technical support functions, with a particular focus on MCPEI's PRIDE program. This role supports key employee processes, including recruitment, onboarding and offboarding, while maintaining accurate and confidential HR records. The HR Assistant serves as a primary point of contact between Human Resources and PRIDE, offering timely information and support to employees and ensuring adherence to HR policies and procedures. In addition, the HR Assistant facilitates communication and coordination between the MCPEI offices.

QUALIFICATIONS:

Education, Years of Experience

- Completion of a recognized administration or office studies program, and/or a related degree with coursework in human resources.
- A Certificate in Human Resources Management is considered an asset.
- Minimum of three (3) years of related experience in a Human Resources Assistant role.

Duties and responsibilities include:

- Provide Administrative Assistant duties and perform day-to-day support for the HR Manager and PRIDE Senior Program Coordinator.
- Coordinate and develop recruitment activities including job postings, organizing applications, scheduling interviews, preparing interview packages, and supporting selection panels.
- Facilitate onboarding and offboarding processes, including scheduling orientations, arranging technology, and completing required documentation.
- Maintain and update HR information systems and databases (e.g., new hires, employee changes).
- Draft and prepare correspondence, memoranda, and HR documentation.
- Organize meetings, training seminars, and events.
- Track employees leave requests and manage the out-of-office calendar in coordination with MCPEI Human Resource Information Systems.
- Serve as a system administrator for ARMS for PRIDE, liaising with representatives and supporting users.
- Conduct research to support PRIDE operations as needed.
- Coordinate IT support, including managing technology service requests and related troubleshooting.
- Collaborate with the MCPEI Communications Officer to post job advertisements.
- Serve as a member and administrative assistant for the JOSH (Joint Occupational Safety and Health) committee, including minute-taking and tracking of action items.

Skills/Competencies

- Maintain confidentiality and ensure sensitive HR information is handled in a professional manner.
- Carry out additional tasks and responsibilities as assigned.
- Have a strong understanding of human resources principles and practices.
- Proficiency with Office 365, database management, and HR information systems.
- Excellent organizational, administrative, and multitasking skills.
- Proven ability to communicate clearly and build positive working relationships.
- Ability to support and promote a diverse and inclusive workplace culture.
- High degree of discretion and ability to manage sensitive information.
- Exceptional attention to detail and ability to manage multiple priorities.

OTHER:

- Provide a Criminal Record Check.
- Provide Covid-19 Immunization Record or Vax Pass.
- Valid driver's license and access to reliable vehicle.
- You are required to carry a minimum of \$2,000,000 third party liability insurance on your own personal auto insurance policy and must have approval from your insurance company to carry passengers in your vehicle as a part of your job duties.

*Demonstrated equivalencies will be considered.

**Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission. MCPEI is committed to providing support and capacity building opportunities to Mi'kmaq individuals with the core competencies to take on positions such as this.

Please email your resume and cover letter to apply@mcpei.ca with the Job Title, "**Human Resources Assistant**" in the subject line

or deliver resume to

ATTN: Human Resource Manager
Mi'kmaq Confederacy of PEI,
8 Stan MacPherson Way Charlottetown PEI C1A OJ7

Deadline to apply: April 10, 2026, at 3:00 PM.

We appreciate all those applying for this position and note that only those chosen for an interview will be contacted.