

HUMAN RESOURCES ASSISTANT

Walk with us on our journey towards Excellence in Indigenous Education. Kee Tas Kee Now Tribal Council Education Authority (KTCEA) serves six schools in four First Nation communities in Northern Alberta. KTCEA was created as a result of the vision of KTC leadership and Elders to provide a high quality, safe, and effective education system designed by Cree people to serve the needs of Cree students. Our programs and services reflect the unique Cree Language and Identity of the KTC Nations. Our diverse workforce provides education to students from Kindergarten through Grade 12

Position:	Human Resources Assistant	Job ID #:	KTCEA.2025.06
Employment Status:	Permanent, Full Time	Closing Date:	July 23, 2025
Location:	Central Office, Loon River First Nation	Annual Salary:	\$47,089.00 to \$56,360.00 pending education
Job Description:	Reporting to the Human Resources Manager, this position is responsible for providing advice and support on human resources matters with a focus on recruitment, staff development and HR administration.		
Qualifications:	 Post-secondary training in Human Resources and a minimum 1-3 years' HR experience including experience in recruitment, staff development support, and HR administration. Equivalent combinations of education and experience will be considered Fluency in Cree preferred A demonstrated knowledge and understanding of First Nations culture, organizations, and communities Good interpersonal skills Good written and verbal communication skills Accuracy and attention to detail Good organizational abilities and ability to meet deadlines Strong stakeholder service skills Proficiency in Google Suite, Word, Excel, PowerPoint and other applications as required by the role Possession of a valid Alberta Driver's License and the ability to travel 		
Conditions of Employment:	RCMP/Police Criminal Record Check with Vulnerable Sector and Child Welfare Intervention Record Check (formerly Child Welfare Check, CWIS) submitted prior to commencement of employment		
Benefits:	We offer a comprehensive benefits program that includes health, dental, life insurance, disability, retirement savings and competitive time off provisions, as well as professional development opportunities		
To Apply:	Please submit a cover letter, resume with references via email to educationHR@ktcea.ca with the Job ID #: KTCEA.2025.06 in the email subject line		
	Visit <i>ktcea.ca</i> for m	nore information	