



PATHWAYS
EXECUTIVE SEARCH



Human Resources Director



The Community

Mushuau Innu First Nation (MIFN) is one of only two Innu communities in Newfoundland and Labrador. The Nation is primarily located in Natuashish, approximately one hour flight time from Goose Bay, and surrounded by breathtaking wilderness. The community benefits from strong regional ties and direct access to major centres, with St. John's only a short flight away, while offering the beauty and seclusion of nature at your doorstep.

The Mushuau Innu have deep cultural roots grounded in traditional land-based practices. Historically nomadic hunters and gatherers, the community experienced significant disruption in the mid-20th century because of colonial settlement policies. Following relocation to Davis Inlet in the 1960s, a site impacted by inadequate infrastructure and environmental challenges, the community later resettled in Natuashish. These transitions have shaped the Nation's governance priorities and its continued focus on infrastructure, sustainability, long-term resilience and strong attachment to the land.

Today, MIFN operates multiple departments that support governance, health, education, infrastructure, youth and social services. Leadership is collaborative, warm, and forward-looking, with Chief and Council aligned around shared priorities and a clear desire to move the community forward.

Over the next three years, the Nation's priorities include:

- Expanding housing to address overcrowding and population growth;
- Upgrading aging community infrastructure;
- Increasing electrical capacity and transitioning toward renewable energy solutions;
- Advancing economic development initiatives; and
- Strengthening food security and social supports.

To learn more about MIFN and their community, please visit their [website](#).

The Role – HR Director

Reporting to the Band Manager, the HR Director is instrumental in establishing and leading the Human Resources department to drive all HR efforts forward in alignment with MIFN's values and traditions.

The HR Director is responsible for the development and oversight of the entire Human Resources function, including recruitment and selection, human resources policy and procedures, supporting the setup and implementation of performance management and training and encouraging skill building.

A team-builder and collaborator, the HR Director contributes to the success of the Nation by developing, maintaining, and enhancing positive working relationships with Council, staff, industry partners, government, and community members.

Key Responsibilities

Planning

- In conjunction with Council and the Band Manager, identify the department's goals, objectives, and priorities.
- Using best practices, develop and implement long and short-term human resources strategies, programs, and policies to support the overall objectives of MIFN and ensure compliance with relevant legislation.
- Develop and guide the implementation of a strategic education and development plan to further develop the skills and education of community members and meet the future needs of MIFN, including but not limited to post-secondary education, as well as other training programs.
- Develop and implement a strategic talent management plan for existing staff and provide guidance to leadership on implementation.
- Lead the development, implementation, and continuation of a succession planning process for key positions.
- Lead the planning for and implement effective record-keeping practices, including but not limited to a Human Resources Management System (HRMS) and occupational health and safety group.
- Maintain knowledge of industry trends and employment legislation and ensure the organization's compliance.

Key Responsibilities continued

Financial Management

- Maintain up-to-date knowledge of all budget and funding requirements for the department and ensure compliance with tracking requirements established by the CFO.
- Manage the classification and compensation program of staff and management positions in consultation with the CFO.
- Coordinate sourcing of and applications to education and training funding, grants, and sponsorships to sustain and expand opportunities for employee- and community-member skills development.
- Instruct direct reports on financial policies and procedures and ensure compliance.
- Provide information to Finance on all new employees.

Operations

- Source out and help inform the design and delivery of culturally relevant training and development programs to support the growth and well-being of employees.
- Create and maintain the Human Resource Policy, including routine review of all human resource policies.
- Facilitate and monitor the implementation of standardized human resource processes such as writing and updating policies, procedures, and guidelines, conducting performance evaluations and supporting occupational health and safety standards.
- Provide training, support, and recommendations to both management and staff on human resources standards, policies, and procedures.
- Within an objective recruitment and hiring lifecycle designed with the Band Manager, develop and review job descriptions, post ads, and manage the hiring process, including interviews, selection, employment contracts, onboarding, orientation and exit interviews in collaboration with management
- Orient all managers on the performance review process and help facilitate their comfort and experience with performance reviews.
- Provide HR support, guidance and policy interpretation to all directors, managers, and employees.

Key Responsibilities continued

Operations continued

- In consultation with management, create and maintain the organizational structure by updating job requirements and job descriptions for all positions.
- Ensure the benefits program is administered correctly for eligible employees.
- Guide leadership on best practices related to discipline and termination in accordance with company policy and risk mitigation.
- Recommend new and improved measures for performance evaluations.
- Ensure the creation and maintenance of filing and administrative systems and databases, ensuring all staff files, forms and documents are safely stored.
- Create and maintain various human resource forms for use by employees, such as but not limited to grievance, evaluation forms, and annual review.
- Develop and deliver orientation and training programs to increase awareness of Human Resources policies and best practices.

Council Governance

- Provide advice, guidance, and recommendations to Chief and Council when required.
- Prepare and deliver reports to Chief and Council, in writing and verbally, regarding program and service delivery offerings, effectiveness, and ideas for future development.
- Attend Council meetings and support efficient and effective communications for the operations of the department to Chief and Council as needed.

Key Responsibilities continued

Relationship Management

- Be a liaison with other government agencies and departments, private industry businesses, and any other individuals, groups or agencies operating in the community.
- Provide direction and manage staff to consistently perform the expectations of their role.
- Maintain an open, equitable and service-oriented relationship between the community and the Nation administration.
- Support a robust communication mechanism for MIFN members to share their views, concerns, and needs relative to new or continuous programs, services, and initiatives of the Nation.
- Reinforce and demonstrate respectful behaviour and actions aligned with the culture and values of MIFN.

People Management

- Lead, manage, and support the HR Department by utilizing best practices in all areas, including but not limited to recruitment and retention, orientation, training, employee relations, performance management, regulatory compliance, and legal requirements.
- Provide direction, coaching, and supervision to directly reporting staff using constructive and positive feedback to build skills and improve work performance.
- Maintain a positive employee work environment through safe and progressive workplace practices.
- Understand, follow, and reinforce human resources policies through respectful behaviours and actions aligned with the culture and values of MIFN.

Perform other duties and responsibilities as necessary in the performance of the position and as assigned by the Band Manager and Chief and Council.

Environmental Conditions

- **Physical Effort:** This position involves routine time spent working on a computer and in an office environment. This position requires routine travel, generally via vehicle or airplane, within and potentially outside the community.
- **Physical Environment:** Duties for this position are typically performed indoors in an office environment with regular walking to other Nation facilities.
- **Sensory and Mental Attention:** This position is at times in a busy environment, subject to regular distractions by external and internal persons making urgent and non-urgent requests. At times, this position also must handle difficult and demanding personal interactions.

The Candidate

The successful candidate for this role will have:

Knowledge, Skills and Abilities

- Knowledge of workplace legislation and regulations, including potential legal liabilities associated with Provincial and Federal legislation.
- An empathetic perspective with excellent coaching and communication skills to help educate on basics of HR practices.
- Knowledge of human resources management best practices.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Strong communication skills with the ability to communicate effectively and diplomatically both verbally and in writing.
- Ability to build mutual trust, respect, and cooperation among team members.
- Ability to work with staff at all levels within the organization, with minimal supervision.
- Superior decision-making ability.
- Strong judgement and problem-solving skills.
- Excellent organizational skills.

The Candidate continued

Experience and Education Requirements

- Relevant post-secondary education, which includes but is not limited to:
 - Bachelor's degree in business administration or other related discipline with a major in Human Resources or Diploma/Certification in HR, and/or
 - A professional designation (CHRP) or a combination of directly related training and work experience will be considered.
- Minimum of three to five (3-5) years of prior experience in human resources, ideally in a First Nation context.

Other Requirements

- Guide others to follow all MIFN Policies and Procedures and ensure compliance by team members.
- Flexibility may be required to adjust work schedules dependent upon department and community needs.
- Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required.



Location:

Happy Valley-Goose Bay, Newfoundland and Labrador and Natuashish

Natuashish, located on the northern coast of Labrador, is the home of Mushuau Innu First Nation and the primary location of this role. Purposefully established in 2002 following the community's relocation from Davis Inlet, Natuashish was designed to support improved housing, infrastructure, and access to traditional hunting lands, while strengthening cultural pride, well-being, and self-determination.

Today, it is a vibrant, close-knit community deeply rooted in Innu culture, language, and land-based traditions. Surrounded by a vast and culturally significant land base, Natuashish offers a powerful connection to the natural world and to Innu ways of life. The community continues to focus on long-term resilience, sustainability, and strong governance, with leadership committed to building capacity and creating opportunities for future generations.

Natuashish is accessible by air year-round, with seasonal snowmobile and boat access, and regular connections to Happy Valley-Goose Bay, the region's main service centre and transportation hub. Goose Bay provides access to regional services and onward travel to St. John's and other major centres, while allowing those living and working in Natuashish to remain grounded in community life and the land.



To Apply

To apply, please submit a cover letter and resume in PDF format to Pathways Executive Search outlining your interest, qualifications, and experience. Email: Applications@PathwaysExecutiveSearch.com, please include MIFN - HR Director in the subject line.

For more details or to further explore this important leadership opportunity, please contact:

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Pathways Executive Search is an international executive recruitment firm, known for its ability to attract and recruit talent in culturally grounded ways. Guided by Indigenous values and principles of Indigenous inclusion, Pathways walks with those looking to broaden candidate pools, find qualified and experienced candidates, and live out their values and commitment to creating workplace cultures where people can thrive.