



EMPLOYMENT OPPORTUNITY **HUMAN RESOURCES INTERN**

(Internal/External Posting)

July 21, 2026

Michipicoten First Nation (MFN) is a vibrant community located near Wawa, ON and approximately 225 km from Sault Ste. Marie, ON. With a small number of members on reserve and the majority dispersed around the globe, Michipicoten First Nation strives to maintain harmony and balance with Mother Earth, neighbouring First Nations, and surrounding communities, while building on socio-economic independence and a strong sense of community and cultural identity.

Michipicoten is seeking a full-time **Human Resources Intern**. Reporting to the Human Resources Advisor, the Human Resources Intern provides essential support to the Human Resources department by managing documentation, coordinating recruitment and onboarding activities, maintaining employee records, and assisting with training and benefits administration. This role ensures smooth HR operations and contributes to a positive employee experience.

This internship will provide hands-on experience in Human Resources within a First Nation context and offer professional development in a culturally grounded workplace. **This position is contingent upon funding approval.**

PRIMARY RESPONSIBILITIES

- Support recruitment and onboarding processes
- Complete group benefit and pension forms
- Track employee leaves
- Administer employee incentive programs
- Track completion of employee Performance Development Reviews
- Support employee training and development initiatives

QUALIFICATIONS

Based on the projected funding for this role, candidates must:

- Identify as an Indigenous person, including First Nation, Metis, or Inuit;
- Be a new entrant into the workforce, transitioning to a new career, unemployed or underemployed and entering a new field;
- Be at least 18 years of age; and
- Reside, and are legally entitled to work, in Canada.

Education

- post-secondary education in Human Resources, Business Administration, or a related field.

Knowledge, Skills & Abilities

- Strong organizational and time management skills
- Excellent written and verbal communication

- Basic computer skills, Microsoft Office Suite, Outlook, and Teams
- Ability to handle sensitive and confidential information
- Strong written and verbal communication skills

Other

- Valid G driver's license and own vehicle
- Satisfactory Criminal Record Check (if hired)
- Satisfactory driver's abstract (if hired)

LOCATION: Michipicoten First Nation

TERM: 52 weeks with potential for permanent employment

WAGE RANGE: \$23.64 - \$26.33/hour

TO APPLY: Please submit your cover letter and resume as a single document to **hr@michipicoten.com** with the position title in the subject line by **Friday, August 7, 2026**. **Michipicoten members are encouraged to self-identify.**

Michipicoten First Nation is dedicated to promoting equity and diversity and serving the interests of its members. The successful candidate will primarily serve the interests of Michipicoten members, and preference will be given to MFN members and Indigenous candidates who possess the necessary qualifications.