



<b>Position:</b>	<b>Human Resources Coordinator</b>
<b>Status:</b>	<b>Full-time, Permanent</b>
<b>Location:</b>	<b>Winnipeg Branch</b>
<b>Posting Closes:</b>	<b>N/A</b>
<b>Salary Grade:</b>	<b>5 (\$52,000 - \$62,400)</b>

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Me-Dian Credit Union is the first Indigenous full-service financial institution to be founded in Canada. Our mission is to proudly provide guidance and services to support and financially empower Indigenous communities. We are committed to serving our communities by responding to the needs of our members with accessible, effective service and a strong focus on positive member experiences. If you are interested in becoming part of a collaborative and diverse team and building a rewarding career in a fast-paced environment, we encourage you to apply.

### **WHY WORK WITH ME-DIAN CREDIT UNION?**

At Me-Dian Credit Union (MCU), we are proud to offer a supportive, inclusive, and community-focused workplace rooted in Indigenous values. Our team enjoys a wide range of meaningful benefits, including:

- **Competitive Rewards** – Base salary with eligibility for additional variable compensation based on individual and organizational performance.
- **Extended Benefits Program** – Includes health, dental, and vision coverage, along with counselling and mental health resources.
- **Exclusive Staff Financial Benefits** – Opportunity for 1% interest rate on loans and mortgages after 12 months of employment with MCU, along with a free Staff Account and discounted Staff Rates for MCU banking needs.
- **Employee Assistance Program (EAP)** – Confidential support services for personal or work-related challenges, available to employees and their families.
- **Pension Matching** – Invest in your future with our competitive pension matching program.
- **Fitness Reimbursement Program** – Support for maintaining an active lifestyle through eligible gym/fitness memberships and activities.
- **People-first culture** – We value an inclusive and supportive environment, offering cultural awareness sessions, events, and team-building activities.
- **Opportunities for Advancement** – Professional growth through training, mentorship, and career development pathways.

### **JOB PURPOSE**

The HR Coordinator supports the day-to-day operations of the human resources function, with a primary focus on coordinating learning and development activities. Working in a supporting capacity to the HR Generalist, this role ensures accurate execution of HR processes, maintains employee records and systems, and provides administrative support to enhance organizational effectiveness and support the growth and development of Me-Dian Credit Union.

**Direct Report:**

- Chief Executive Officer

**DUTIES & RESPONSIBILITIES***Learning & Development*

- Serve as the first point of contact for learning and development inquiries, escalating more complex matters to the HR Generalist.
- Coordinate training programs, including scheduling, registrations, materials, and participant communications.
- Maintain training records and track completion, certifications, and required learning; prepare reports and monitor participation.
- Collect and summarize feedback to support continuous improvement of learning programs.
- Support onboarding learning plans by coordinating required training and ensuring timely enrollment of new hires.

*HR Operations & Administration*

- Provide administrative support to the HR Generalist in the execution of HR programs and processes.
- Coordinate employee lifecycle administration, including onboarding, documentation, and offboarding.
- Maintain employee records and HRIS data, ensuring accuracy, confidentiality, and regular audits.
- Support HR programs (e.g., benefits, compensation, performance management) through tracking, documentation, and data updates.
- Assist in maintaining HR policies, procedures, and employee resources.
- Respond to general HR inquiries and escalate matters to the HR Generalist as required.
- Provide backup support for payroll and benefits administration, including maintaining employee data and tracking changes.

*Recruitment & Employer Branding*

- Coordinate participation in career fairs and recruitment initiatives, including logistics, materials, and scheduling.
- Represent the organization as a brand ambassador at events and support recruitment administration as needed.

*General HR Support*

- Coordinate meetings, scheduling, and HR-related events; liaise with internal teams and external vendors.
- Support process improvements and perform other related administrative duties as assigned.

## QUALIFICATIONS

- Post-secondary education in Human Resources, Business Administration, or a related field OR 1–3 years of relevant HR, administrative, or office support experience preferred; a combination may be considered.
- Strong attention to detail with the ability to maintain confidentiality and handle sensitive information appropriately.
- Well-developed organizational and time management skills with the ability to manage multiple priorities effectively.
- Strong interpersonal and communication skills with the ability to support employees and collaborate with internal teams.
- Proficiency in Microsoft Office and other relevant business or HR systems.
- Problem-solving skills with the ability to respond to routine inquiries and escalate appropriately when required.
- Ability to work both independently and in a team-based environment.
- Commitment to teamwork, professionalism, and supporting a respectful and inclusive workplace culture.
- Experience working respectfully with Indigenous communities is preferred.

## WORKING CONDITIONS

- Work Life Balance – 37.5 Hours Per Week
- Must be able to report to work in-person at listed work location
- Office Environment, 2<sup>nd</sup> Floor
- Working Indoors

## PHYSICAL REQUIREMENTS

- At times, long periods on the phone
- Extended periods of sitting in office chair
- Extended periods with computer screen

## READY TO APPLY?

If you are interested in this position, please email your résumé and cover letter to **HumanResources@mediancu.mb.ca**. We would like to thank all candidates interested, however only those selected for further considerations will be contacted for interviews.

*We encourage First Nations, Métis, and Inuit candidates to apply, and welcome applicants from all backgrounds, as Me-Dian Credit Union is committed to building a diverse and inclusive team to serve our members.*

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“Remembering the Past – Creating Our Future”

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