



Training & Development/Onboarding Coordinator 119-26-1
Human Resources, Core Services
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **July 22, 2026**, for the **Training & Development/Onboarding Coordinator** with **Human Resources, Core Services**. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications are accepted through [My Job Search](#). **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The **Training & Development/Onboarding Coordinator** reports to and works under the direction and supervision of the Manager of Training & Development.

The Training & Development/Onboarding Coordinator coordinates and tracks training, program delivery, gathers feedback, assesses needs, proposes training plans, and assists in developing training materials. The role supports instructor-led, online, e-learning, and blended learning initiatives and assists with the learning management system for Six Nations of the Grand River Elected Council.

The role also supports new employees in adapting to organizational culture and reinforces Six Nations of the Grand River's vision, mission, and values through onboarding and the delivery of training initiatives.

Type	Full Time
Closing Date	July 22, 2026
Hours of Work	35 hours/week
Wage	Minimum \$60,000

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

- Post-secondary diploma or degree in Education, Human Resources, Business, Adult Learning, or a related field;
- Certificate in Adult Education preferred;
- Two (2) years of current experience in adult instructional design and delivery or a related field;

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.



- A certified training professional designation (CTDP/CTP, RPT, CPLP, CPTM) or Human Resources Professional designation (CHRP) or is an asset;
- Must provide a current acceptable police record check.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: [My Job Search](#) to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance, please reach out Lesleigh Rusnak, HR Business Partner at 519-445-2223 ext. 5717 or via email at HRBP1@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Training & Development/Onboarding Coordinator – Full Time – 119-26-1

c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0



HUMAN RESOURCES POSITION DESCRIPTION

POSITION TITLE: Training & Development/ Onboarding Coordinator

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Manager of Training & Development.

PURPOSE AND SCOPE:

The Training & Development/Onboarding Coordinator coordinates and tracks training, program delivery, gathers feedback, assesses needs, proposes training plans, and assists in developing training materials. The role supports instructor-led, online, e-learning, and blended learning initiatives and assists with the learning management system for Six Nations of the Grand River Elected Council.

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DUTIES AND RESPONSIBILITIES:

1. Technical Functions:

- Coordinate the design, development, and delivery of onboarding and training programs, including supporting materials;
- Incorporate experiential, adult-learning principles into instructor-led, online, e-learning, and blended training;
- Maintain the training calendar and coordinate schedules, room setup, equipment, materials, speakers, and class sizes;
- Partner with HR and HRBPs to develop onboarding plans for new employees;
- Prepare, order, track, and distribute training resources, handouts, evaluation forms, and visual aids;
- Track and report onboarding effectiveness, training attendance, and monthly statistics;
- Coordinate with third-party providers to deliver training that meets departmental needs;
- Provide training support, coaching, and problem-solving assistance as needed;
- Apply knowledge of and sensitivity to the impacts of historical trauma on Indigenous communities in the design and delivery of training and onboarding initiatives;

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- Work effectively within established lines of authority, escalating issues appropriately and following direction through the reporting structure;
- Assist with training needs assessments, identify gaps, and support best practices and quality improvement;
- Develop and maintain a library of training materials and stay current with best practices in organizational development and onboarding.

2. Administration Functions:

- Support supervisors and new hires to complete orientation checklists, policy sign-offs, and required onboarding training on time;
- Maintain, update, and archive training and personnel records in the HRMS and related tracking tools;
- Review training records and tracking tools to support reporting and analytics;
- Administer training, course, and workshop logistics, including registration, assignments, venues, catering, advertising, tracking, and invoices;
- Maintain the flow of training-related documents and information;
- Administer and track training and workshop feedback surveys;
- Generate reports and update work plans as required;
- Prepare materials, packages, manuals, and documentation to support training and onboarding;
- Support innovative learning and organizational development initiatives.

3. Communication Functions:

- Coordinate with stakeholders on the scheduling and delivery of training and development programs;
- Maintain ongoing communication with new and existing employees, providing information, guidance, and mentorship;
- Monitor group training interactions to maintain a productive learning environment
- Respond promptly and professionally to training and onboarding inquiries from departments and external contacts;
- Collaborate on designing communications to promote internal training registrations;
- Handle email and telephone inquiries courteously and professionally.

4. Other Functions:

- Maintain a safe and healthy training/work environment in compliance with organizational policies, procedures, and legislation;
- Provide reception coverage when required;



- Attend and participate in Human Resources staff and committee meetings as required;
- Perform other related duties assigned by the Manager of Training & Development.

WORKING CONDITIONS:

Work has a high degree of contact with employees of Six Nations of the Grand River and the community as related to Six Nations of the Grand River. Some contact with relevant agencies.

High degree of accuracy and tact required
Work is subject to deadlines and interruptions.

WORKING RELATIONSHIPS:

With the Manager of Training & Development:

Receives direction, guidance, and support; discusses plans and priorities; and seeks clarification on procedures as needed.

With the Director of Human Resources:

Receives direction, guidance, and support and discusses plans and priorities when needed.

With Other Staff:

Works cooperatively with staff and provides information and assistance with courtesy and teamwork.

With the Public

Represents the best interests of Six Nations of the Grand River Elected Council in a courteous, cooperative, positive, and proactive manner while providing information and advice.

With External Agencies

Represents the Human Resources Department and Six Nations of the Grand River Elected Council professionally and courteously, provides information and assistance as needed, and builds effective working relationships.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

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Post-secondary diploma or degree in Education, Human Resources, Business, Adult Learning, or a related field;
Certificate in Adult Education preferred;
Two (2) years of current experience in adult instructional design and delivery or a related field;
A certified training professional designation (CTDP/CTP, RPT, CPLP, CPTM) or Human Resources Professional designation (CHRP) or is an asset;
Must provide a current acceptable police record check.

Desired Requirements:

- Experience working in a First Nations community or an Indigenous organization;
- Knowledge of adult learning principles, cultural safety, lateral violence, privacy laws, the Canada Labour Code, and the Accessibility for Ontarians with Disabilities Act (AODA);
- Strong project management, organization, and prioritization skills to manage multiple assignments;
- Experience coaching and mentoring adult learners;
- Strong presentation, facilitation, and written and verbal communication skills;
- Proficiency in Microsoft Office applications (Word, Excel, SharePoint, etc.) and the ability to learn in-house training systems;
- Familiarity with Human Resource Management Systems and online learning management systems;
- Knowledge of the Six Nations of the Grand River community and sensitivity to the impacts of colonization, as well as provincial and federal overlaps that create system barriers
- Experience with UKG and workforce management systems is an asset;
- Experience with worker health & safety and incident management training programs an asset;
- Valid Ontario Class G driver's license and reliable transportation.

Other Related Skills:

- Professional demeanor, sound judgment, and tact in working with diverse personalities and sensitive situations;
- Knowledge of competency-based learning and training methodologies;
- Creative thinking and problem-solving to address learning needs;
- Experience supporting diverse groups through change and resolving issues effectively;
- High motivation, initiative, and a positive attitude;
- Ability to adapt to changing priorities, follow through on tasks, and meet timelines;
- Ability to build positive working relationships with internal and external stakeholders;

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- Strong collaboration and attention to detail in preparing training and development materials;
- Ability to work independently with minimal supervision while contributing as a strong team player;
- High confidentiality, integrity, and work ethic.

IMPACT OF ERROR:

Errors in carrying out duties and loss of judgment in the conduct of duties could result in financial cost, loss of credibility or legal/financial liability, confusion, duplication of effort and misinformation being provided embarrassment to Six Nations of the Grand River, the community and administration or outside agencies. Errors in conduct could result in poor staff relations.

CONTROL:

Guiding principles set by the Human Resources Department and Six Nations of the Grand River Elected Council. Must work within the policies and procedures established by the Six Nations of the Grand River Elected Council.