



Human Resources Co-op Student

Date Posted: September 29, 2025

Location: Corporate Office (Toronto) or Goliath Gold Complex (Dryden)

Work Arrangements: in-office

Number of Vacancies: 1

Reference #: 2025-07

Position Status: Co-op / Fixed Term Contract

Schedule: Monday to Friday, 8am – 4pm EST

Work Term: January 5 – April 24, 2026 (with possibility of extension to an 8-month term)

Who We Are:

NexGold Mining Corp., a gold-focused exploration and development company with assets in Canada and Alaska. NexGold has two 100%-owned near-term gold projects: the Goliath Gold Complex in northwestern Ontario and the Goldboro Gold Project in Nova Scotia. In addition, NexGold holds a 100% interest in the high-grade Niblack copper-gold-zinc-silver VMS project, located adjacent to tidewater in southeast Alaska. The Goliath Gold Complex has received federal Environmental Assessment approval and NexGold is pursuing required provincial and federal approvals and other permits. The Goldboro Gold Project has received provincial Environmental Assessment approval and the Industrial Approval from the Government of Nova Scotia. The federal Schedule 2 Amendment under the Metal and Diamond Mining Effluent Regulations (MDMER) has also been granted, with the Fisheries Act Authorization expected in the coming months, within the Federal prescribed period.

The Opportunity:

Based at Corporate office in downtown Toronto, ON, or at our Goliath location in Dryden ON, we currently have an exciting opportunity for a Human Resources Co-op Student to join our NexGold team, reporting to the Manager, Human Resources or designate.

The **Human Resources Co-op Student** will work within the Human Resources team to provide administrative and hands-on support, gaining exposure across various areas of Human Resources and learning about the mining industry in Ontario and Nova Scotia. The student will work on assigned tasks to help with the implementation of larger HR projects within the company.

Key Responsibilities:

Talent Pool Development and Education on the Mining Industry:

- Research obstacles to and best practices for engaging youth in the mining industry as a potential career path at the elementary, high school and post secondary level.
- Develop educational materials to be used by the organization at various events.
- Contribute to employer branding initiatives, including gathering employee testimonials, developing career profiles, and building relationships with external partners
- Present findings and recommendations

HRIS Support:

- Assist with the testing and development of the HRIS system

Records & Reporting:

- Provide general administrative support including but not limited to photocopying, scanning, data entry, document control, taking meeting minutes, preparation of correspondence, reports, spreadsheets and presentations

- Maintain digital HR filing systems
- Update policies and procedures on new templates
- Assist with collecting, analyzing, and reporting data in an engaging format for various internal and external stakeholders

Other HR Activities

- Demonstrate a commitment to safety and excellence;
- Work and communicate within a team environment towards well-defined objectives;
- Answer routine questions about Human Resources policies and programs
- Promote and participate in health, safety, and wellness programs and community engagement initiatives
- Additional responsibilities or tasks as reasonably assigned.

What You Bring:

Must-Haves

- Enrolled in a co-op program from a recognized college or university in Canada;
- Currently taking a degree or diploma in Human Resources or related field;
- Competent in using Microsoft Office and other communication and data entry platforms;
- Strong communication and collaboration skills;
- High degree of initiative and organizational skills;
- Capacity to work to tight deadlines with evolving priorities;
- Ability to handle a high level of confidentiality; and
- Meets the eligibility criteria for grant program funding:
 - Canadian citizen, Permanent Resident of Canada, or Protected Person under the Immigration and Refugee Protection Act; *and*
 - Legally entitled to work in Canada and according to relevant Ontario legislation and regulations.

Ideally

- Previous experience in human resources is an asset;
- Experience with BambooHR is an asset;
- Experience with developing educational material is an asset; and
- Experience in a mining or industrial environment.

What We Offer:

- Attractive compensation
- Vacation pay with flexibility to request time off during co-op term (subject to meeting post-secondary school requirements)
- Company-provided housing accommodations (for non-local employees) only for Dryden location.
- Company-provided roundtrip travel from personal residence to work site (for non-local employees) only for Dryden location.
- Training and career development opportunities

What You Can Expect:

Respect

We treat each other with respect and value each person's unique contributions and perspectives.

Teamwork

We collaborate and hold each other accountable for our mutual success. We believe that nothing is worth doing if we cannot do it safely and we speak up if we have concern for ourselves or others.

Excellence

We are solution-focused and seek continuous improvement. Holding ourselves to the utmost safety, regulatory and ethical standards are non-negotiables.

Alignment

Leaders at NexGold are committed to bringing our people along in the journey. Employees are encouraged to ask questions and provide feedback, all while supported by an experienced management team. Let's grow together.

Send resumes to: careers@nexgold.com

NexGold Mining Corp. welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.