



September 10, 2019

Internal/External Job Posting - # AD10-19-05

**HUMAN RESOURCES COORDINATOR
PERMANENT PART-TIME POSITION**

Collingwood Neighbourhood House

Our mandate is to promote the well-being of the Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

Job Overview

The Human Resources (HR) Coordinator plays a key role in supporting CNH's vision and organizational commitment to promote the well-being of the Collingwood Community by providing leadership and working collaboratively with directors, coordinators and staff, to develop and support inclusive, innovative, sustainable initiatives and services which support employee health and engagement and build a workforce for current and future needs. The Human Resources (HR) Coordinator has the responsibility to advise staff on a full range of human resource management services, including recruitment, on-boarding, training and development, performance management, HR planning and conflict resolution. The coordinator will also oversee agency-wide HR policy and procedures development, updates and staff education. The Human Resources (HR) Coordinator reports to the Director of Operations.

Job Responsibilities

- Takes the lead in researching, writing, consulting on, updating and implementing HR policies and procedures.
- Provides strategic and analytical HR advice and guidance.
- Implements HR programs to help improve and sustain the staff experience
- Provides support in the areas of recruitment, orientation, labour relations, performance evaluation/management, succession planning, and talent development.
- Responds to various HR queries throughout the organization.
- Handles HR matters reliably and in accordance with legal requirements.
- Assist with recruitment efforts.
- Partners with program coordinators, directors and the Executive Director to review employee relations, performance evaluation/management, training and development and resourcing needs.
- Acts as a champion for diversity and inclusion in the workplace and provides support to the Anti-Racism and Equity Committee.
- Utilizes Bamboo HR to support management staff, monitor potential issues, and provide comprehensive reports where required.
- Conducts information sessions for staff on HR related matters and updates.
- Writes the CNH Human Resources Newsletter.
- Supports positive and collaborative employer-union relationship.
- Builds relationships with management staff to develop a good understanding of their work.
- Maintains and respects a high level of confidentiality.
- Other duties as assigned by supervisor.

Skills & Qualifications

- Bachelor's Degree in Human Resources Management or a combination of education and work experience in human resources management
- CPHR is considered an asset
- Experience in organizational development including leading change management initiatives.
- Experience in creating HR policy.
- Experience with interpreting, analyzing and applying HR policies, procedures, collective agreements and applicable labour law legislation.
- Experience working with an HR management program.
- Experience working in a cross-cultural environment.
- Experience in providing advice and guidance on HR management to directors, coordinators and staff.
- Experience working in a not-for-profit environment.
- Knowledge of relevant HR jurisprudence and the BC Labour Code.
- Understanding of external factors and trends impacting not-for-profit organizations.
- Excellent listening, speaking and writing skills.
- Facilitation/presentation skills.
- Ability to create and execute HR programs.
- Knowledge of a language(s) other than English would be an asset.
- Preference will be given to internal candidates and local residents.

Job Details

Salary: \$26.53 per hour
Schedule: 28 hours per week (Flexible work schedule)
Location: 5288 Joyce Street, Vancouver, BC, V5R 6C9
Expected Start Date: October 2019

Application Process

As per Collingwood Neighbourhood House's Human Resources Policies and Procedures, all factors being equal first priority will be given to internal and local applicants. Applicants must be legally entitled to work in Canada, with priority given to Canadian Citizens and permanent residents. If you are not currently authorized to work in Canada, the employer will not consider your job application.

Submit cover letter and resume by 5 PM on September 24, 2019

Incomplete applications will not be accepted.

Please quote reference AD10-19-05

Attention: Kulwant Kaur, Director of Operations

Collingwood Neighbourhood House
5288 Joyce Street Vancouver, BC, V5R 6C9

Email: kkaur@cnh.bc.ca

*We thank all applicants for their interest; however, only short-listed applicants will be contacted.
No phone calls please.*