



The Human Resource Coordinator position is responsible for coordinating the administrative human resource functions within Sage. Duties include daily HR functions, in consultation with the leadership team, including maintenance of employee records, recruitment, supporting the interviewing and selection process, responding to HR related inquiries and requests, and developing policies and procedures.

Our Human Resource Coordinator plays an integral role in the design and implementation of initiatives that promote and foster our organizational culture. Key areas of responsibility will focus on building culture, recruiting for cultural fit, and coaching and developing our teams.

The successful candidate will have:

- Proven experience as a Human Resource Coordinator/Professional or relevant human resources/administrative experience;
- Possess knowledge of human resources systems/processes and best practices;
- Knowledge of recruitment websites and techniques;
- Excellent communication and time management skills;
- Excellent interpersonal and customer service skills;
- Ability to set priorities and to adapt to changing priorities;
- Ability to handle data with confidentiality;
- Ability to work effectively and efficiently in a fast-paced environment and able to consistently meet deadlines;
- Deep understanding of the role of an HR professional in establishing and maintaining organizational culture;
- Understanding of anti-oppressive practice preferred;
- Self-motivated and able to work as part of a team.

To view the full job description, click [here](#). Please submit your application to Beth Mansell at [bmansell@mysage.ca](mailto:bmansell@mysage.ca) or faxed to 780-426-5175 by May 9, 2018.



**POSITION DESCRIPTION**

**Position: HUMAN RESOURCE COORDINATOR (Part-time)**

**Program: Administration**

**Reports to: Executive Director**

**Date Approved: April 10, 2018**

Overview of the position:

This position is responsible for coordinating the administrative human resource functions within Sage. Duties include daily HR functions, in consultation with the leadership team, including maintenance of employee records, recruitment, supporting the interviewing and selection process, responding to HR related inquiries and requests, and developing policies and procedures. The HR Coordinator and the Volunteer Coordinator will work collaboratively to provide seamless coordination across paid and unpaid human resources.

Our Human Resource Coordinator plays an integral role in the design and implementation of initiatives that promote and foster our organizational culture. Key areas of responsibility will focus on building culture, recruiting for cultural fit, and coaching and developing our teams.

**RESPONSIBILITIES:**

| Area of Responsibility | Tasks   |
|------------------------|---|
| Recruitment            | <ul style="list-style-type: none"> <li>• Manage the recruitment process from end to end including:               <ul style="list-style-type: none"> <li>• Create and update job descriptions and postings</li> <li>• Assist in shortlisting</li> <li>• Schedule interviews</li> <li>• Perform background checks;</li> </ul> </li> <li>• Issue employment contracts and letters of offer;</li> <li>• Work with management to maintain a talent acquisition plan, anticipate needs, and actively recruit;</li> <li>• Provide guidance and input on restructure, workforce planning, and succession planning.</li> </ul> |

|                                       |   |
|---------------------------------------|---|
| <b>Performance Management</b>         | <ul style="list-style-type: none"> <li>• Assist supervisors in performance management procedures, as well as leading the development of appropriate assessment tools;</li> <li>• Lead annual review and other check-in of all employees, ensuring that supervisors understand their roles and requirements in the process.</li> </ul>   |
| <b>Professional Development</b>       | <ul style="list-style-type: none"> <li>• Work in collaboration with leadership team to determine annual professional development needs and plans;</li> <li>• Track employee training and certification renewal dates, and ensure mandatory training requirements are met;</li> <li>• Identify training needs for programs and individuals.</li> </ul>   |
| <b>On/offboarding and Orientation</b> | <ul style="list-style-type: none"> <li>• Perform orientations, onboarding and update records of new hires;</li> <li>• Maintain and update New Employee Manual and onboarding materials;</li> <li>• In collaboration with Volunteer Coordinator, update Orientation Manual;</li> <li>• Assist in all facets of the employee life-cycle including exiting or transitioning.</li> </ul>  |
| <b>HR Administration</b>              | <ul style="list-style-type: none"> <li>• Maintain records of personnel-related data (personal information, leaves, turnover rates, etc.);</li> <li>• Update staff handbooks and onboarding materials in collaboration with Volunteer Coordinator;</li> <li>• Work closely with other departments (i.e. finance) in regards to employee information and related policies and procedures;</li> <li>• Provide guidance in matters regarding WCB, employee requests for leave, medical documentation, employee accommodations and return to work programs;</li> <li>• In consultation with leadership team, maintain succession plan;</li> <li>• Track and coordinate vacation pay/time;</li> <li>• Support staff in accessing and understanding employee benefit and pension plans – including enrollment, changes, and terminations.</li> </ul> |
| <b>Policy and Procedure</b>           | <ul style="list-style-type: none"> <li>• Develop, implement, and review HR policy and procedure to ensure compliance with regulations, laws, and accreditation standards;</li> <li>• Ensure organizational adherence to all HR related policy and procedures.</li> </ul>  |
| <b>Other Duties</b>                   | <ul style="list-style-type: none"> <li>• Work collaboratively with Volunteer Coordinator to dovetail HR and Volunteer policies and procedures, when appropriate;</li> <li>• Volunteer Coordination: provide training, supervision and on-going support to HR volunteers;</li> <li>• As required and/or assigned.</li> </ul>   |

## **QUALIFICATIONS**

- Diploma in Human Resources or equivalent (CPHR)
- Clear police check with vulnerable sector

## **SKILLS and EXPERIENCE**

- Proven experience as a Human Resource Coordinator/Professional or relevant human resources/administrative experience;
- Possess knowledge of human resources systems/processes and best practices;
- Knowledge of recruitment websites and techniques;
- Excellent communication and time management skills;
- Excellent interpersonal and customer service skills;
- Ability to set priorities and to adapt to changing priorities;
- Ability to handle data with confidentiality;
- Ability to work effectively and efficiently in a fast-paced environment and able to consistently meet deadlines;
- Deep understanding of the role of an HR professional in establishing and maintaining organizational culture;
- Understanding of anti-oppressive practice preferred;
- Self-motivated and able to work as part of a team.

## **HOURS OF WORK**

17.5 hours per week. Hours between 8:00am and 5:00pm, specific hours to be determined in consultation with supervisor.

## **SALARY LEVEL**

\$22.87 base rate per hour. Rates above the base salary rate will be considered based on assessment of the successful candidate's education, skills, previous experience and other factors.