



Human Resources Coordinator Job Posting

TITLE: Human Resources Coordinator

LOCATION: 661 Main Street

DEPARTMENT: Administration

REPORTS TO: Director of Human Resources

DIRECT REPORTS: None

SALARY RANGE: \$40,000 to \$45,000

HOURS: 40 hours per week

POSITION SUMMARY

Under the direction of the Director of Human Resources, the Human Resources Coordinator is responsible for coordinating several HR functional areas including recruitment, onboarding & orientation, training, employee engagement and file management. The coordinator will provide day-to-day support to managers and employees and assist with projects related to implementation of Main Street Project's strategic plan and related training plan.

KEY RESPONSIBILITIES

- In collaboration with program managers, oversee the recruitment process for frontline staff both internally and externally
- Coordinate new employee orientation and onboarding
- Develop and revise HR policies and procedures
- Coordinate all employee training
- In collaboration with the Director of Indigenous Relations, implement best practices for recruitment, onboarding and retention of Indigenous employees.
- Maintain records of personnel-related data and ensure all employment requirements are met
- Prepare, send out, and manage employee letters and other documentation
- Assist in the development of new job descriptions and update existing as required
- Track HR analytics and prepare accurate and relevant HR reports
- Develop and oversee a practicum student program
- Respond to internal and external HR related inquiries or requests and provide assistance
- Provide support to staff committees as assigned
- Oversee HR volunteers
- Take lead in assigned HR projects
- Support other human resource functions as assigned

QUALIFICATIONS

- Post-secondary education in Human Resource Management
- CPHR Designation or in process is considered an asset
- Minimum 2 years of experience working in similar HR role
- Broad knowledge and experience of legislative compliance with respect to employment and health & safety legislation
- Ability to understand, provide feedback and implement necessary revisions to policies and procedures
- Skilled communicator with excellent oral and written communication skills and the ability to professionally communicate with diverse individuals



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- Proven ability to manage numerous tasks and projects simultaneously including the ability to coordinate, delegate, and monitor the completion of administrative work
- Motivated, self-starting, detail oriented and exceptional organization and time management skills
- A team player that willingly and enthusiastically provides support and mentorship as required
- Ability to handle highly confidential material and matters professionally
- Experience in the non-profit or charitable sector an asset
- Ability to apply Harm Reduction and Housing First philosophies in day-to-day work and interactions
- Knowledge of the effects of poverty and the detriments of health
- Knowledge of Indigenous culture
- Satisfactory Criminal Record with clear Vulnerable Sector Search, and a clear Adult Abuse Registry Check required
- First Nations, Metis or Inuit Peoples are asked to declare
- Knowledge of TRC Calls to Action, MMIWG Call to Justice, and UNDRIP an asset
- Additional languages (Indigenous) are considered an asset
- Experience working with Indigenous organization and/or communities an asset

APPLICATION PROCESS:

When emailing your application, be sure to indicate the correct position information in the **subject line** when applying:

Submit required documentation to	hr@mainstreetproject.ca
Required Documentation	Resume, Cover Letter, Education Credentials
Subject Line	HR Coordinator

Main Street Project recognizes the importance of building a workforce that is reflective of the community it serves, where culture, language and perspectives drive a high standard of care and service. Therefore, preference will be given to Indigenous people and those who reflect the people/population we serve. Applicants are asked to self-declare in their cover letter along with describing how they meet the above qualifications.

We thank all applicants but only those selected for an interview will be contacted.