

**Position: Human Resources Coordinator**

<b>Reports to:</b>	Human Resource Manager
<b>Location:</b>	Victoria (a hybrid work model can be considered)
<b>Term:</b>	Part Time (0.60 FTE)
<b>Hours of work:</b>	Monday-Friday, 22.5 hours/week
<b>Salary Range:</b>	\$30,339 - \$37,924 per year

**About us:**

Children's Health Foundation of Vancouver Island (CHFVI) has invested in the health of Island kids for almost 100 years. Our mission is to ensure all Island families have access to the health care they need, when and where they need it the most. Thanks to the generosity of our donors, we are able to bring supports closer to home and help transform the lives of children and youth living with physical and mental health challenges.

We collaborate with communities, partner organizations, and donors to fund programs and provide supports to address the daily and often urgent health care needs families face when caring for a child with complex health challenges. Our crucial fundraising work began with inpatient support for kids with polio and other physical health challenges in 1927 and has evolved with every emerging health care need in the decades since.

We know kids may only be 21% of our Island's population, but they are 100% of our future. Help us invest in this future and join us as champions for the health of every Island family.

**Who we're looking for:**

Our team is growing, and we are looking to hire a Human Resource Coordinator. The Coordinator assists with the day to day administrative tasks supporting key people practices, initiatives, and programs. The position is integral to supporting the employee experience and will be involved with recruitment, onboarding, employee database management, employee development and other initiatives. The Coordinator will provide high quality HR services to build a strong organizational culture and support strategic objectives.

**Why join us?**

Are you looking for a career where you can make a difference? The work you do with CHFVI will have a direct and positive impact on children and families on Vancouver Island and surrounding islands. The Foundation believes in providing its employees with a respectful and inspiring workplace, and offers competitive salaries, comprehensive extended health and dental benefits, a health spending account, and a pension program.

**Responsibilities**

**Recruitment and Selection**

- Work with hiring managers to confirm accuracy of job descriptions and job postings.

- Execute strategies to attract and hire a diverse and high-performing workforce in an efficient manner to meet the needs of the Foundation, while ensuring compliance with all legislation, policies, and procedures.
- Utilize job posting networks to ensure maximum reach for applicant attraction.
- Conduct initial candidate screening including phone pre-screening.
- Prepare interview guides for hiring managers and schedule interviews.
- Complete reference checks.
- Draft employment offers and complete the hiring cycle in the human resource system.
- Identify and coordinate appropriate recruitment events, promotions, and job fairs to participate in to maintain employer brand awareness across the Island.

### **Human Resources Administration**

- Coordinate the onboarding process to ensure new hires are efficiently and effectively welcomed and oriented to their role, team, and the organization.
- Onboard and offboard team members in HR platforms and tools.
- Maintain records of personnel related data (personal information, leaves, performance reviews, professional development requests, etc.) in the HR database and ensure all employment requirements are met.
- Track the progress of all new hire onboarding initiatives to ensure the documentation and processes have been completed.
- Prepare Averaging Agreements and assist with annual review process.
- Assist the HR Manager in creating and updating HR policies.
- Ensure strict confidentiality when handling sensitive employee information and issues.
- Ensure compliance with various federal/provincial Employment Standards Regulations, and other applicable laws and regulations.

### **Support**

- Address employee questions and concerns in confidence and provide support to employees and managers as required.
- Assist with HR initiatives and projects including the annual employee survey, new hire check-ins, and annual reviews.
- Provide administrative support to the Health and Safety Committee, on behalf of Human Resources.
- Provide employee database support to employee and managers.
- Work with the Finance Officer on employee leave tracking and adjustments.

### **Required skills & experience**

- Excellent interpersonal skills and experience developing positive relationships, strong teamwork and customer service experience
- A high level of organizational ability, attention to detail, and ability to manage tight timelines independently
- Superior written and presentation communication skills coupled with well-developed active listening skills

- Ability and confidence to work in and respond to a dynamic and changing environment
- Ability to handle sensitive information with professionalism and tact
- Effective critical thinking skills to problem solve and respond to inquiries
- Strong written and oral communication skills
- High degree of proficiency with computer applications – Microsoft office products including Excel, Word and Outlook. Experience with Human Resource Information Systems or employee databases

### **Qualifications & education**

- Post-secondary education in human resources or related field, or knowledge of HR concepts, policies and practices acquired through formal academic training
- Minimum of 2 years related experience in a human resources position, preferably in a non-profit sector, or equivalent combination of training and experience
- The Chartered Professional in Human Resources (CPHR) designation (achieved or in progress) is an asset
- Strong knowledge of BC Employment Standards Act

### **Application process**

To apply: Visit [Children's Health Foundation of Vancouver Island Job Board - View Our Current Openings \(applytojobs.ca\)](#)

Deadline: All submissions should be received by *May 3<sup>rd</sup>, 2024*.

Equity: The Foundation welcomes applications from all qualified individuals, including, but not limited to persons with disabilities; racialized persons; First Nations, Inuit, and Métis; and persons of any gender identity and sexual orientation. The Foundation is committed to providing an inclusive and barrier-free recruitment process and work environment.

All qualified candidates are encouraged to apply; however, must be legally entitled to work in Canada.