

EMPLOYMENT OPPORTUNITY



| 1. IDENTIFICATION | | |
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| POSITION TITLE Human Resources Coordinator | PROGRAM/DIVISION Human Resources | CLASSIFICATION Administration |
| NUMBER OF POSITIONS One (1) | DURATION Permanent | |

Banyan Community Services is a community based non-profit organization with over forty years' experience providing a wide range of innovative programs and services to help disadvantaged or at risk members of our community learn new skills, attitudes, and behaviours to help them build a better future.

2. PURPOSE OF THE POSITION

The Human Resources Coordinator is responsible for organizing and performing a full range of administrative duties that require a thorough understanding of established HR functions, policies, and procedures. This position is responsible for ensuring compliance with, and/or advocating for continuous improvements in, HR policies and procedures, requiring core knowledge of Banyan policies and procedures as well as relevant external legislation (e.g. Employee Standards Act, Canada Human Rights Code, etc.) and best practices.

The Human Resources Coordinator will work autonomously and efficiently to ensure the end-to-end running of HR projects and operation and to contribute to the attainment of specific goals and results of the HR department and the organization.

3. MAJOR RESPONSIBILITIES

- Assists with all internal and external HR related inquiries or requests.
- Maintains both hard and digital copies of employees' records.
- Assists with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Assists with performance management procedures.
- Schedules meetings, interviews, HR events and maintains agendas.
- Performs orientations and updates records of new staff.
- Produces and submits reports on general HR activity.
- Assists with payroll and ad-hoc HR projects.
- Keep up-to-date with the latest HR trends and best practices.

Recruitment/Selection/Onboarding

- Assists with full-cycle recruitment activities; helps to develop job descriptions, job openings and postings, and supplementary materials for the posting process.
- Update job requirements and job descriptions for all positions.
- Provides support on preliminary screening and filtering of job applications for assigned roles.
- Organize physical and digital copies of employee records.

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- Prepares and collects necessary documentation for the hiring of various employee groups (temporary/casual, Union ...), including but not limited to account information, letters of offer, contract extensions, and information required for payroll.
- Assists with orientation and reviews orientation issues, best practices and involves appropriate groups as resources for individual orientation needs.

Training & Development

- Assists in the coordination of HR training to department staff supervisors as needed.
- Assists with new HR initiative launches within portfolio (e.g. new system workflow enhancements, new program/policy implementation), ensuring awareness of upcoming initiatives, and supporting teams through required change.

Employee Relations

- Supports employees when human resources issues arise with efficient problem-solving.
- Recommends and develops employee relations practices to foster a positive employer-employee relationship

Health and Safety

- Coordinates health and safety programs, advises on and monitors compliance to required health and safety training, working alone policy, emergency evacuation procedures, and incident/injury reporting.
- Coordinates all Health and Safety activities (e.g. Scheduling of training sessions, producing internal certificates, Liaising with internal and external training providers).

4. SKILL AND EFFORT

- Ability to give, obtain, exchange information and/or decisions requiring discussion or explanation to ensure full understanding.
- Capacity to problem-solve and work collaboratively within clearly defined instructions and standards and with limited supervision.
- Excellent time and stress management skills to complete required tasks.
- Working understanding of all policies, procedures and practices of the program(s) and Banyan Community Services, and legislations requirements.
- Requires close attention to work to avoid errors, including data entry accuracy.
- Regular work with confidential sensitive information related to clients, human resources, payroll, personnel documents, etc.
- Analytical skills and attention to detail with the ability to work quickly and accurately in a complex environment with multiple demands for more than one person.
- Above average communication skills (written and verbal).
- Flexibility and adaptability required in response to periods of high workload, at times, throughout the year.

5. QUALIFICATIONS

- Post-secondary education in Human Resources Management, Business Administration, or related field
- CHRP designation strongly preferred
- 2 years of experience as a Human Resources coordinator, preferable in a unionized environment

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- At least two (2) years of experience involved in administrative tasks such as payroll processing, development of training programs, and employee database management
- Not for Profit, government funded agency experience preferred.
- Excellent communication skills and ability to develop interpersonal relationships with employees at all company levels
- Knowledge of Human resource information system (HRIS)
- Provide and maintain an acceptable Criminal/Vulnerable Sector Record.

6. WORKING CONDITIONS

- The Human Resources Coordinator will conduct business from the designated office where standard office working conditions and the use of standard office equipment will apply.
- Working on the computer and sitting for extended periods of time.
- Hours of work will regularly fall within normal business hours, however occasional evening, weekend and holiday hours may be required based on operational needs.
- Travel required – must have own vehicle and valid driver's license.

Banyan is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Banyan is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff.

We are committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our Human Resources department or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

PLEASE FORWARD YOUR RESUME AND LETTER OF INTEREST BY NO LATER THAN OCTOBER 17, 2022 TO:

Human Resources
Banyan Community Services
688 Queensdale Avenue East, Suit 2B
Hamilton, ON L8V 1M1
recruit@banyancs.org

(905) 549-9011 (fax)