



3105 33rd Street | Vernon, BC T 250 545 2215 F 250 545 6447 [www.futuresbc.com](http://www.futuresbc.com)  
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## Employment Opportunity

<b>Position:</b> Human Resource Coordinator	<b>Location:</b> Vernon
<b>Department:</b> All	<b>Closing Date of Posting:</b> February 15th, 2019
<b>Start Date:</b> ASAP	<b>Days/Hours of Work:</b> 24 hours per week

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### Job Summary

The Human Resource Coordinator oversees of the human resources activities of CF North Okanagan and ensures functions and tasks being carried out by management. This position provides the line between an organization's management and its employees.

The Human Resource Coordinator is responsible for assisting management with recruitment and staffing, onboarding, development, needs assessment and training systems, policy development and documentation, performance management and improvement systems, compensation and benefits administration, and employment and compliance with regulatory requirements.

The position is also responsible for acting as a primary advisor on all CF North Okanagan policies and procedures as they relate to human resources to ensure management is consistent and executing best practices in this area in order to support CF North Okanagan as an employer of choice.

The position requires strong attention to detail, organization skills, commitment to organizational goals and standards, excellent communication and delegation skills and the ability to strategize, innovate and evaluate the impact of activities.

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### Primary Duties

#### Recruitment and Onboarding

- Work with the General Manager and Management team to ensure programs and the organization are effectively staffed
- Anticipate for staff exits and supports succession planning and cross training
- Ensure key roles are backed up and key duties are documented
- Develop job posting's and arrange for interviews
- Ensure all hiring processes and new staff hiring is conducted as per policy
- Develop, review and maintain all job descriptions within the organization
- Ensure all new staff are oriented to the organization and ensures competency in responsibilities through collaboration with other managers

### Payroll and Benefits Administration

- Work with the General Manager to review compensation and benefit packages
- Processing payroll, which includes ensuring vacation and sick time are tracked in the system
- Sign up new employees to benefits

### Records Maintenance

- Maintain an annual performance schedule and monitor consistency of delivery and completion of all evaluations
- Maintain documentation of progressive discipline or performance management plans
- Ensure all personnel records are maintained in a secure and confidential manner
- Perform file audits to ensure that all required employee documentation is collected and maintained
- Ensure scheduled events are completed (i.e. performance reviews, criminal record checks etc.)

### Training, Performance Management and Staff Development

- Ensure there is clarity for all staff on key performance measures and program targets
- Support Management team in their coaching, mentoring and staff supervision systems and activities
- Provide consultation to Managers and supervisors in addressing performance concerns through disciplinary/non-disciplinary action as appropriate; participates in employee investigations as required
- Recommend and support professional development plans across organization
- Report any key performance issues to the General Manager
- Ensure progressive discipline is used in addressing conduct or performance issues with staff
- Assist the General Manager with any terminations
- Provide a point of contact for all staff and Management to resolve internal/external issues that are impacting work satisfaction and performance

### Policy Advising

- Audit compliance with all employment-related legislation and regulations by government
- Maintain and ensure compliance with the Personnel Policy
- Assist with implementing new procedures with staff and tests adherence to new protocol
- Research and write new policies and procedures where required
- Ensure all internal instructions and documentation supports adherence to all external acts and regulations

### Qualifications

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#### Education and Certification

- A bachelor's degree in Human Resources or related business field
- Chartered Professional in Human Resources designation preferred

### Experience

- Five plus years' experience in human resource supervisory position
- Demonstrated experience in HR metrics
- Broad experience in human resources, including recruitment and onboarding, salary administration, employee relations, policy administration, and legal compliance.
- Proven research, policy and procedure development
- Auditing and report writing experience
- Developing in-house training and onboarding programs to support competency and continuous improvement
- Experience in leading strategic direction on total compensation and benefits program

### Specialized Knowledge

- In-depth knowledge of BC Employment Standards and HR best practices
- Knowledge of HR systems and databases
- Understanding of a not-for-profit environment and funding model

### Desired Requirements

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#### Skills and Abilities

- Ability to architect strategy along with leadership skills
- Strong ability to research information from a variety of sources
- Ability to recognize cause and effect
- Ability to identify critical issues quickly and accurately
- Proven ability to inspire and empower others
- Ability to develop efficient processes based on contractual requirements, policy and staff needs
- Demonstrated teamwork, delegation, administrative and decision making skills
- Ability to take agreed upon tasks and assignments to completion
- Ability to function independently and under pressure while managing multiple concurrent projects and deadlines
- Ability to communicate effectively at all levels with clarity and precision

#### Personal Attributes

- Demonstrated ability to listen and reflect empathy to another individual without judgment or offering unsolicited advice
- Ability to cope effectively with a high level of demands and service expectations
- Demonstrates a high level of emotional intelligence and a high tolerance for ambiguity
- Excellent interpersonal, communication and presentation skills, both written and verbal
- Results oriented and oriented to continuous improvement
- Teachable, curious and open to learning new ways of thinking and executing tasks



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- Outgoing, friendly and approachable demeanor
  - Proven ability to prioritize and adapt
  - Time management skills to allow for effective multitasking
  - Ability to work effectively in a fast-paced environment
  - Proactive with strong organizational skills
  - Excellent attention for detail and accurate documentation of work conducted
  - Strong work ethic and desire to be successful
  - Ability to work in a dynamic, team atmosphere
  - Respect for and strong adherence to policies and procedures
  - Ability to abide by confidentiality and privacy protocols
  - Ability to manage difficult situations in a respectful and professional manner

**Application Process:**

Please submit your resume, cover letter and references, citing the position title to [hrcfno@futuresbc.com](mailto:hrcfno@futuresbc.com).  
Please quote the position title in your subject line.