



Career Opportunity: Human Resources Coordinator (Maternity Leave Contract: 12-20 months)

Be a Part of the Interval House Team:

Our Mission: As Canada's first shelter for women and children experiencing abuse, we remain trailblazers in the campaign for women's empowerment and independence, providing innovative, specialized and transformative services that help to break the cycle of intimate partner violence.

Interval House team embodies various integral roles and responsibilities, including the administration team that supports the front-line staff who provides a continuum of services to clients which includes integrated and specialized services related to shelter services, supportive counselling, advocacy, housing, legal support and programs that help build economic self-sufficiency (BESS) such as employability skills coaching, outreach to clients.

Job Summary:

Guided by the organization's policies, procedures, tools and cultural indicators, the Human Resources Coordinator's overall accountability is to provide general administrative support in the implementation of the Human Resources strategic and operational directions. The key areas or accountability include payroll/HRIS and benefits administration, providing recruitment, training and development activities, record management and collaborative human resources support, as needed, in all areas of the organization.

Duties and Responsibilities (not limited to):

- Support the day to day administration of Human Resources activities, including employee inquiries and follow-through with tasks and projects
- Helps to ensure organization wide compliance with policies, procedures and tools and applicable regulations
- Keep abreast with changes in legislations/payroll compliance and best practices.
- Assist with regular research and compliance initiatives regarding Human Resource issues
- Perform automated bi-weekly payroll, submit government remittances, and assist with verifying T4 data
- Accurately enter data in HR/Payroll system, gather and record payroll and benefits information in database for reconciliation and reporting purposes
- Maintain and update HRIS system, and creating reports for statistical purposes
- Administer employee benefit plans and reconciles monthly statements to ensure accuracy of information
- Perform accurate Human Resources record management, including archiving system.
- Provide full-cycle recruitment and hiring support
- Track and prepare Human Resources related payment requisitions
- Coordinate all trainings, events and meeting logistics.
- Coordinate the performance review system with Managers
- Support clear, open and effective internal and external communication and promote professional, positive and cordial employee relations
- Observe Health and Safety rules and supports all health and safety related initiatives
- Participate in continuous quality improvement by offering suggestions for improved systems and use of resources

Job Requirements & Competencies:

- Post-secondary education in a Human Resources Management with a minimum of 3 years' general Human Resources experience
- 3 years' experience and knowledge with automated payroll and benefits administration
- Demonstrated knowledge of the Employment Standards Act, payroll and other legislations and HR practices
- Excellent computer skills in HR/Payroll software, Microsoft Word, Outlook, Excel and Power Point
- Completed or working towards the CHRP designation
- Experience in reviewing/updating and implementing various HR policies and procedures
- Demonstrated administrative, analytical, communication and presentation skills
- Effective presentation skills
- Knowledge of or experience in non-profit environment will be an asset
- Ability to maintain a high degree of confidentiality
- Consistent ability to demonstrate professional behavior and respect for boundaries
- Analytical, planning, organizing and reporting skills – verbal and written
- Demonstrated ability to engage with others, listen, provide and positively receive feedback
- Ability to build and foster reliable work relationships within a diverse work environment
- Emphasis on delivery of results in a timely manner and emphasis on quality and quantity standards with great attention to detail
- Excellent organizational skills and the ability to handle multiple projects and deadlines
- Demonstrated ability to exercise flexibility when needed
- Capable of managing emotional stress
- Demonstrated ability to work as part of a team and to work with minimal supervision
- Must be flexible with workdays and/or hours

Please submit your cover letter and resume to:

Attention: Human Resources / Subject line: **HUMAN RESOURCES COORDINATOR**/ Email: personnel@intervalhouse.ca

Good to Know:

We thank all applicants, however, only applicants with the required qualifications and competencies will be contacted.
Must be legally eligible to work in Canada and/or must have a valid work permit that allows the candidate to fulfill the requirements of the role.
All successful applicants must undergo a police vulnerable sector check.

Interval demonstrates its commitment to equity, diversity and inclusion, respect in the workplace and does not condone any form of discrimination and workplace violence.