



## Job Opportunity

**Date Posted:** August 8, 2022

<b>POSITION</b>	<b>Human Resources Coordinator</b>
<b>LOCATION</b>	Head Office (314 Booth Street, Ottawa)
<b>REPORTS TO</b>	Director of Human Resources
<b>TERM</b>	Permanent, Full-Time
<b>HOURS OF WORK</b>	Monday to Friday for a total of 40 hours per week, with overtime as operationally required
<b>SALARY RANGE</b>	\$47,000 - \$52,000 per annum commensurate to skills and experience
<b>START DATE</b>	September 2022

### **THE OPPORTUNITY**

As an integral part of our team, The Human Resources Coordinator takes the lead on the recruitment of all casual/relief staff, provides HR administrative support to the Director of Human Resources, and ensures a superior onboarding experience for new hires. This is a great role for someone who is looking for a dynamic, fast-paced professional opportunity. The ideal candidate is a self-starter—they are proactive, motivated, and results-focused. They are willing to take on challenges, comfortable working with tight deadlines, and enjoy the multi-faceted role. They are a detail-oriented and strong communicator. This is a great entry-level opportunity for someone looking to build a career in Human Resources.

### **RESPONSIBILITIES:**

#### **Recruitment and Selection**

- Manages and coordinates the full recruitment and selection process
- Tracks and documents recruitment metrics
- Proactively assesses hiring needs, sources candidates, and makes recommendations for full cycle recruitment timelines

- Maintains and cultivates relationships with post-secondary institutions, community partners, and organizations that could be potential sources for candidates

### **Human Resources Administration**

- Completes and coordinates the administration and documentation related to all employee information and transactions
- Creates and prepares reports/analysis based on employee data as required
- Assists the Director of Human Resources with special projects, including but not limited to: policy compliance, job analysis, and HRIS data migration.
- Assists with payroll processing

### **Onboarding**

- Coordinates all aspects of the orientation and onboarding with new hires and hiring managers
- Administers the new hire process and ensures all new hires have the resources they need to successfully begin their new role
- Coordinates all aspects of continued onboarding throughout the probationary period
- On-boards placement students and takes the lead on coordinating a positive learning experience

### **Training Coordination**

- Build and maintain relationships with training providers and key individuals
- Coordinates mandatory training courses and Cornerstone-sponsored workshops for all current and incoming staff and students

Perform other duties related to the position as assigned

### **REQUIREMENTS:**

#### **Education and Experience:**

- Certificate of Human Resources Management or equivalent, required
- Undergraduate degree in Labour Relations, Employment Relations, Commerce, or Business Administration will also be considered
- Working towards Certified Human Resources Professional Designation
- Experience working as a Recruiter, Job developer, or HR Administrator
- A combination of education and relevant co-op or placement experience will also be considered

- Experience working in non-profit, social service, or public service environment
- Bilingualism (English/French) is considered an asset

### **Knowledge, Skills & Abilities:**

- Strong oral and written communication skills (proven ability to compile notes, write reports, write clear, concise emails, maintain formatting guidelines, prepare training materials, lead discussions, and provide recommendations to management)
- Excellent organizational and planning skills to create and facilitate regular presentations and training modules
- Proficient in Microsoft Office Suite
- Experience working with and maintaining data in Ceridian Dayforce or an equivalent HRIS system
- Proven ability to work in a fast-paced environment with competing demands
- Highly organized and comfortable meeting tight deadlines
- Outgoing and thrives in a people-centered environment—loves building relationships and creating a positive experience for employees and candidates

### **Core Cornerstone Competencies:**

- Mission Driven—passionate about ending homelessness.
- Resilience—remains engaged in work even when there are challenges
- Adaptability—adjusts approach, style, or priorities to meet organizational needs
- Collaborative—cultivates relationships with team members. Values the input of others and embraces opportunities to work together
- Accountability—takes personal ownership and responsibility for the quality of work and timeliness of work commitments

### **Job Specific Competencies:**

- Interpersonal Skills—shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; relates well to people with varied backgrounds and different situations
- Critical Thinking – the ability to identify the important questions to ask and problems to solve; shows versatility when unexpected changes occur
- Decision Making—makes a sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational change
- Attention to Detail— is thorough when performing work and conscientious about attending to detail

## **EQUITY, DIVERSITY, AND INCLUSION STATEMENT:**

Cornerstone Housing for Women is committed to building a team that reflects and embodies the diversity of the communities we serve and where all staff feel valued, respected, and supported. We are striving toward cultivating a diverse, anti-racist, inclusive, accessible, respectful, and equitable workplace.

Cornerstone acknowledges the diversity and lived experiences of our staff and the residents that we serve. We respect the principles held within the *Canadian Human Rights Act* and the *Ontario Human Rights Code*. We encourage applications from qualified individuals with lived experience of homelessness, housing insecurity, or gender-based violence. We invite applicants from Indigenous, Black, and racialized communities and all ethnic and cultural backgrounds, persons with disabilities, religions, immigrants and newcomers, sexual orientations, and gender identities and expressions.

## **ACCOMMODATION:**

If you require accommodation at any point in the application process please contact Jinali Gandhi, Human Resources Generalist at [Jinali.gandhi@cornerstonewomen.ca](mailto:Jinali.gandhi@cornerstonewomen.ca)

## **APPLICATION DEADLINE & APPLICATION INSTRUCTIONS:**

Applications will be accepted until the position is filled. To apply please send your statement of interest, a writing sample, and your resume directly to Jinali Gandhi, Human Resources Generalist at [Jinali.gandhi@cornerstonewomen.ca](mailto:Jinali.gandhi@cornerstonewomen.ca)

### **Statement of Interest:**

In a maximum of 2 pages double spaced size 12 Arial Font, please describe your interest in the position, what makes you a suitable candidate for the role and what you hope to contribute to Cornerstone. Applications over 2 pages will not be considered.

### **Resume:**

In a format of your choice.