

Human Resources Coordinator

Department: Operations Team

Posting Date: February 8, 2024 - until filled

Term: Fixed-term contract until June 30, 2025

Hiring Range: \$55,000 - \$65,000 annual salary

Benefits: Extensive benefit package inclusive of health, dental, RRSP matching, and paid personal days. Hybrid working options available for team members to work up to 1 day per week from home.

Background

The [Schlegel-UW Research Institute for Aging](#) (RIA) is a charitable non-profit organization that partners with the University of Waterloo, Conestoga College, and Schlegel Villages to enhance care and quality of life for older adults. Through engagement with key partners and collaborators, RIA supports practice-relevant research and knowledge mobilization. Research evidence is used to inform programs, education and training, and influence practice and policy.

Primary Purpose

The Human Resources Coordinator supports the coordination of administrative activities related to human resources. This role will help with various administrative needs, including recruitment and onboarding, payroll, maintaining files, and project support. This role will model the RIA's values and culture and support organizational compliance with internal policies and procedures.

The role will support RIA's vision, mission, and values as well as have an interest and passion for enhancing quality of life and care for older adults and team members working in senior living.

Key Accountabilities

- 1. Human Resources Coordination:** Establish and maintain team members files, including mandatory training, contracts, current team member information. Support compliance with various regulations including Employment Standards Act and Occupational Health and Safety Act.
- 2. Recruitment and Onboarding:** Complete full-cycle recruitment for all internal and external positions to fill vacant positions to meet role requirements. Responsible for preparing and posting job descriptions, pre-screening qualified candidates, administering the interview process, checking references, verifying contract conditions and executing employment contracts. Support and coordinate team member orientation and onboarding in alignment with organizational culture and values.

3. **Retention:** Support small projects that aid in the development and execution of programs and initiatives that support people and culture. Administer payroll/compensation and benefits (health, vacation, etc) for all team members. Support programs that engage in organizational culture and employee retention, including, team meetings/events, work anniversaries, and employee check-ins.
4. **Teamwork:** Pro-actively and regularly communicate with supervisor regarding assigned work, including communicating obstacles and challenges as they arise. Establish quality relationships with internal team members. Deliver and participate in team and organization-wide virtual and in-person meetings and events.
5. **Communication:** Strong written and verbal communication skills with the ability to tailor messaging to diverse audiences and maintain confidential information. Support company-wide communications and initiatives to maintain organizational culture, transparency, and team member engagement. Participate in organizational committees, as required.
6. **Other:** Take on additional tasks, activities and special projects, as they arise.

Position Requirements

Education:

Post-secondary diploma or degree in human resources and related field or discipline.

Skills and Experience:

- A minimum of 3 years of experience in human resources.
- Ability to maintain a high degree of professionalism with respect to confidentiality and sensitive information.
- Ability to model RIA values and nurture and drive collaboration and thriving workplace culture.
- Strong organizational skills to ensure accurate storing of information and records.
- Able to work independently and as part of a collaborative team.
- Ability to adapt to change and manage competing priorities.
- Self-starter with a proactive attitude who can anticipate needs with strong organizational skills.
- Experience and fluency using Microsoft and Google Workspace products.
- Fluent in English. Fluency in French is an asset but not required.
- Must have a valid driver's license and be available for occasional travel.
- Eligible to obtain a police background/criminal record check.

Scope of Work:

- **Interpersonal Skills:** Communicates effectively with internal team members and external partners; professionally represents the RIA in all communications and at events.
- **Level of Responsibility:** Responsible for ensuring the effective and efficient implementation of human resources activities in alignment with the goals and objectives.
- **Decision-Making Authority:** Accountable to make operational decisions for the day-to-day operations of the administrative activities with support from the supervisor.

- **Physical and Sensory Demands:** Minimal demands, typical of a position operating within an office environment; periods of extensive sitting at a desk and in meetings and concentrated use of visual senses; substantial repetitive keyboard/mouse movement; high sensory demands because of required concentration and attentiveness to detail and regular distractions and interruptions.
- **Working Environment:** Much of the time is spent sitting in a comfortable position with frequent opportunities to move about. Office is located in a comfortable indoor area and options for hybrid work are available for this position. The work is varied and assignments may change frequently. Work will involve regular interaction with RIA team members. There are deadline pressures, while at the same time there is a demand for thoroughness and accuracy. Occasional travel is required.

Vaccination Statement

All researchers, employees and students of the RIA who will work with long-term care homes, colleges, universities and other partners are required to comply with the vaccination policies of those external organizations to complete their work. Of note, vaccination policies are subject to change. The requirement to comply with those evolving policies does not change.

Equity Statement

The RIA is committed to equity, diversity and inclusion within its community and organization. We strongly welcome and encourage applications from Indigenous Peoples, racialized groups, women, 2SLGBTQI+ people, persons with disabilities and people from other equity-deserving groups.

The RIA is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA) within our recruitment process. If you require accommodation at any time throughout the recruitment process, please let us know.

Funding Statement

Please note that all positions at the RIA and the continuation of these positions are conditional upon funding.

How to Apply

RIA invites applications (cover letter and resume) to be submitted by email to applications@the-ria.ca. Please include the job title in the subject line of the email.