

Human Resources Co-ordinator

The HR Co-ordinator is responsible for performing and assisting in a wide range of human resources functions including recruitment & orientation, staff support, salary scale administration, job evaluations, compensation and benefits administration and record keeping, organizational and staff development, maintaining employee files, HR database and filing system, assisting with all aspects of employee relations and communication and HR policy development and implementation. The Human Resources Co-ordinator ensures that all activities are undertaken in a manner that is consistent with, and complementary to, the mission, the values and the policies and procedures of Mosaic.

With the support and supervision of the Director of Operations, the Human Resources Co-ordinator will fulfil the following:

Human Resources Management (50%)

- Oversee all aspects of hiring in collaboration with directors and co-ordinators including recruitment, screening, selection, reference checks, hiring, preparing letters, and orientation.
- Prepare letters of employment, confirmation of employment and letters of departure, etc.
- Responsible for employment processing, compensation, group insurance, personnel files, workplace health and safety, and employee relations and retention
- Maintain in-depth relations with and assistance to all staff, including designing and delivering training related to workplace culture, understanding policies, professional development, etc.
- Maintain all personnel files and maintain a system for tracking and recording all staff attendance, annual vacation entitlements/usage, sick time usage, and other leaves
- Prepare and issue ROEs for employees
- Assist program leads with performance issues and progressive discipline
- Act as point of contact to address human resource related questions and concerns from staff
- Support administration of annual self-reflections, performance reviews and development of performance development plans
- Perform general HR administration functions as they relate to database updates, file maintenance, correspondence, policy administration

Strategic HR Functions (10%)

- Assist the senior management team to implement processes such as performance reviews, job description development, salary scale reviews, labour market benchmarking, and succession planning

Group Insurance and WCB claim Administration (10%)

- Administer Mosaic's Group Insurance Plan, including staff enrolment and liaising with the insurance provider when needed.
- Attending group benefits annual experience report meetings.
- Report workplace injuries or illnesses to the WCB
- Keep accurate records of incidents and communicate with the WCB

Policy Development, Interpretation and Application (20%)

- Establish a system for timely HR policy review and revisions. In collaboration with Director of Operations and the ED and the Director of Finance.
- Ensure compliance with all employment related legislation including Employment Standards Code, the Human Rights Code, and Accessibility legislation.
- Ensure HR policies and training are highly accessible, plain language and designed for varied levels of English literacy
- Guide management and employee actions by researching, developing, writing, and updating HR related policies, procedures, methods, and guidelines
- Member of equity, diversity, inclusion, and belonging (EDIB) committee

Other (10%)

- Other duties, responsibilities and projects as requested by the Director of Operations

REQUIRED QUALIFICATIONS

- Human Resource Management diploma, ideally holding Certified Human Resource Professional accreditation

- A minimum of three years' experience working in a Human Resource environment, preferably in a non-profit organization
- Excellent understanding of how to make human resource practices, policies and procedures work in a highly diverse cross-cultural environment
- Advanced computer skills, creating and manipulating spreadsheets, working with HR software (Payworks) and databases
- Excellent interpersonal and communication skills, both oral and written
- Good knowledge of employment/labour laws
- Proven ability to maintain strict confidentiality
- Meticulous organizational skills and the ability to prioritize work amid competing demands
- Demonstrated experience working in a very fast paced, multi-tasking program environment
- Ability to work as a team player as well as take initiative and work with minimal supervision
- Demonstrated proficiency in the use of MS Office (Word, Excel and Outlook)
- Present a current Criminal Record Check and maintain a clear Child Abuse Registry Check

DESIRED QUALIFICATIONS

- Experience using Payworks
- Previous experience in developing, maintaining and evaluating human resource management cycle
- Excellent organizational, administrative and systems skills
- Previous experience in planning, coordinating and leading group presentations
- Demonstrated capacity to work independently as well as function collaboratively in a team environment

Position Details:

- Job type: Permanent full time
- Job schedule: 37.5 hours a week, Monday to Friday.
- Start time: Immediate
- Job location: 397 Carlton Street (main office)
- Hourly rate – Co-ordinator level 3: \$28.99 (probation rate) + 4% vacation.
- This position is eligible for group extended benefits including health and dental coverage, employee assistance program and optional RRSP matching program after successful completion of a probation period (6-month).

Mosaic offers a family friendly, positive work environment that highly values employee contributions and collaborative processes.

Mosaic is committed to achieving employment equity and values diversity within the workplace, and therefore encourages applicants who are Indigenous, racially marginalized, newcomers, 2SLGBTQIA+, women, visible minorities, and persons with a disability to self-declare in their cover letter.

All successful applicants are required to provide a Criminal Record Check, Vulnerable Sector Check and a Child Abuse Registry Check.

How to Apply:

Deadline to apply – October 31st, 4pm but review starts immediately

Please email your résumé and cover letter detailing how your qualifications fit this position and why you would like to work at Mosaic to:

Shoko Arakawa, HR and Administrative Co-ordinator. Please put HR Co-ordinator in the subject line of your email.
sarakawa@mosaicnet.ca

We thank all applicants for their interest; however, we are only able to contact candidates we wish to interview. If you require accommodation at any stage of the hiring process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.