



PEOPLE SERVICES COORDINATOR

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The People Services Coordinator is an integral part of the People Services team working collaboratively in the delivery of HR programs, services and initiatives. This role creatively partners in all aspects of the employee experience including: equity, diversity and inclusion, talent acquisition and on-boarding, compensation, leadership and talent development, engagement and retention, performance management, HR system information management, payroll and health, safety and wellness.

WHAT MOVES YOU

- Partnering with people and teams in support of their continuous learning, success and development
- Collaborating to innovate and advance all aspects of the employee experience
- Bringing energy and great ideas to ensure HR programs and services are seamlessly provided

WHAT YOU'LL DO

- Support the People Services team and leaders in the creation and implementation of the workforce plan, talent acquisition strategy and related processes.
- Prepare job postings and partner with leaders throughout the recruitment and selection process.
- Innovate and facilitate Employee, Leader, Volunteer and Practicum Student on-boarding programs.
- Contribute in the successful development and delivery of equity, diversity and inclusion, talent management and employee engagement programs and practices.
- Deliver back up support and coverage to the Payroll team in full cycle payroll processing.
- Design, analyze and report on People Services metrics.
- Undertake special projects based on People Services annual work plans.
- In-depth support of HRIS system implementation activities.
- Providing excellent customer service in a fast paced environment.

WHAT YOU'VE DONE

- Post-secondary education: degree in business, human resources or combination of HR certificate and experience will be considered.
- CPHR or RPR designation or working towards any considered an asset.
- 2+ years of work experience in a HR-related role.
- Accomplishes accountabilities with an equity, diversity and inclusion lens.
- Excellent communication and interpersonal skills;
- Proven ability to develop effective relationships.
- Proven experience with sourcing, social media and current web-based recruiting techniques.
- Highly organized in prioritizing work, multi-tasking and attention to detail, and consistently meeting deadlines.
- Professionalism, discretion, integrity, and sound judgement in dealing with confidential matters.
- High proficiency using all Microsoft Office applications and various social media platforms.

If you want to work to change lives, we want to meet you.

Competition Number: 2021001

Deadline: January 25, 2021

www.ywcalgary.ca/work-with-us

Apply today with covering letter, salary expectations and resume to
careers@ywcalgary.ca

YW Calgary is committed to providing an equitable, diverse and inclusive workplace where all employees, clients and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, and/or disability, feel valued and respected.