

Human Resources Coordinator

Job Title: Human Resources Coordinator
Pay Grade: \$61,500 - \$70,000 commensurate on experience and qualifications
Reports to: Operations Manager
Position type: Full-time
Location: Eastern Ontario, remote office. Preference for Ottawa-area.

About the Organization:

EnviroCentre is an Ottawa-based environmental not-for-profit that supports residents, enterprises, and communities to find practical ways to reduce their environmental impact. Our four key impact areas are Green Homes, Green Transportation, Green Enterprises and Green Future. We have been working for twenty-five years to promote practical climate action and awareness in our local communities, and we are one of the leading local agencies in environmental action.

In Ottawa, 42% of emissions come from transportation, and 46% from buildings, a similar profile to that of cities across Canada. EnviroCentre's work prioritizes reducing emissions in those areas, with an eye to supporting an integrated vision of a sustainable, resilient future Ottawa and Canada.

At EnviroCentre, we have a dynamic, growing, and engaged team of over 50 staff. We are a fully remote office and will provide the technology and tools to work effectively and collaboratively right from home. We offer competitive employment packages that include health benefits, a Communauto membership, and opportunities for training and professional development.

Job Description:

We are looking for a Human Resources professional to support our growing operations team and inform the recruitment, training, policy and performance management aspects of HR management for our growing staff team. The HR Coordinator is responsible for contributing to the overall people strategy by assisting in HR planning, policies, programs, and services, while offering advice and guidance to support the organization's objectives.

The position of Human Resources Coordinator is ideal for a highly organized, systems-oriented human resources professional, who works well as part of a team, and is looking for wide-ranging responsibilities in a fast-paced and inclusive environment. We approach our work with a collaborative mindset and our growing team values everyone's contributions and ideas. We provide excellent working conditions with flexible hours.

Reporting to the Operations Manager, you will be responsible for the administrative management of our hiring, contracts, performance evaluation, training/upskilling,

accreditation management, terminations, and HR policy review and development. You will have the opportunity to work hands-on with nearly every EnviroCentre program and support our complete staff team.

Key Responsibilities

- Provide input on HR best practices and legal requirements, and will remain abreast current issues, changes to legislation, to inform the team.
- Coordinate the administration of our hiring, including job postings, application review, interview scheduling, contract creation, and onboarding.
- Assist in performance management, including drafting paperwork, ensuring all documentation is in place, scheduling review meetings, and ensuring that current legislation and best practices are being followed.
- Maintain current onboarding materials as the organization grows and program/service offerings change.
- Ensure that all HR records are properly stored, organized, and up to date.
- Coordinate the administration of EnviroCentre's training and professional development framework each year.
- Liaise with payroll when necessary to provide required documentation and information.
- Oversee the development review of internal HR policies and practices, including research on best practices.
- Assist with creating, administering, and analyzing the results of staff satisfaction and diversity surveys.
- Oversee accreditation management across the organization.
- Perform other administrative duties as required by management.

Skills and Experience:

- University or college degree or equivalent professional experience in a related role.
- 2-5 years in human resources coordination and office administration
- High-level proficiency in Microsoft Office programs, in particular Excel.
- Comfort and experience with telephone and online communications in a variety of platforms.
- Excellent research skills and the ability to understand and put into practice changes in legislation related to HR.
- Above-average attention to detail and ability to organize a wide range of tasks, large and small.
- Ability to handle data with discretion and confidentiality.
- Excellent interpersonal, team building and stakeholder relationship management skills.
- Demonstrated experience in office administration, task coordination and time management.

Working Conditions

- EnviroCentre is a virtual workplace and will provide the necessary technology and IT support to employees who work from home.
- Frequent computer use.
- Occasional evening or weekend work

In addition to competitive pay, we offer:

- 35-hour work week and the ability to work flexible hours.
- A virtual workplace that supports work-life flexibility, combined with in-person events, occasional in-person group meetings and the opportunity to use a co-working space in downtown Ottawa or another convenient location.
- Starting 3 weeks paid vacation per year, plus paid office closure between Christmas and New Year and summer half-day Fridays.
- Health, dental and wellness coverage for you and your dependents
- Paid sick days, and additional time off for personal and care responsibilities.
- Caring, compassionate and supportive work environment that recognizes that work is one of the many responsibilities we have to prioritize in our lives.

EnviroCentre is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, provincial, or municipal laws. EnviroCentre is committed to a workplace where everyone can participate safely, freely and confidently. We encourage applications from individuals who identify as BIPOC (Black, Indigenous, Peoples of Colour) and/or members of equity-seeking groups.

EnviroCentre recognizes a diversity of backgrounds and experience. If you do not have the formal experience described but can meet the requirements of the role and are willing to learn, we encourage you to apply and make your case in your cover letter. We are interested in a diverse team and willing to train the right person.

EnviroCentre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise us in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

How to Apply

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience and qualifications.

Application Deadline: June 21, 2024

Anticipated start date: July/August 2024

Important:

Please send your resume and cover letter in one document to info@envirocentre.ca

Please ensure your resume file (PDF) includes your first and last name and the reference number (Reference# EC202416)

Example: Firstname_Lastname_ EC202416

Please also put the Reference# EC202416 in the subject line of your email.

We thank all applicants for their interest, however only candidates selected for an interview will be contacted.