

Job Description: Human Resource Generalist
Job Status: Temporary Full Time
Hours: 35 hours per week

Organization Profile

With a vision of a vibrant, connected community, Parkgate Society (PS) creates opportunities for people in our community to *live life better*. We support this vision through the development of a unique and diverse blend of accessible low-cost and no-cost programs and services, created in direct response to community needs; primarily serving children, youth, families, and seniors.

Governed by a volunteer Board of Directors and assisted by many volunteers, our diverse and welcoming staff team is committed to making Parkgate Society a welcoming and inclusive community services organization.

Position

Working closely with the Executive Director and finance team, the Human Resource (HR) Generalist will lead and direct the routine functions of the HR department providing a variety of operational and human resources support to Parkgate Society's growing team. The position plays an active role in supporting all staff and is the communications point person to ensure our organization makes a positive difference in the lives of each individual so they can live life better.

Responsibilities

Recruitment:

- Coordinate HR recruitment procedures including job postings, resume reviews, interview planning, reference checks, qualification checks, and all license/permit requirements.

Onboarding/Offboarding:

- Coordinate employee onboarding procedures such as preparing contracts, personnel files, employment packages, and facilitating new employees' orientation process.
- Responsible for enrolling eligible new employees in our benefits program and educating them on how the program works.
- Coordinate exit interviews and ensure all offboarding procedures are followed.

Compliance:

- Review and administer Parkgate Society's benefits program including beneficiary changes, benefit terminations, annual benefits review, and employee status changes.
- Track, process and update expiring CRCs, certifications, work permits, and ensure all confidential employee files are maintained according to standards compliant with applicable law, policies and audit requirements.
- Process workplace injury forms and liaise with WorkSafeBC in injury prevention and return-to-work practices.



- Organize annual performance review system and work with departmental managers to carry out annual performance reviews for Parkgate Society staff as well as provide support with analyzing compensation and benefit packages.
- Review and assist with administering changes and updates to the organization's Policy and Procedures Manual along with creating and keeping an up-to-date employee handbook.
- Ensure legal compliance by monitoring and implementing applicable laws, standards, and requirements including, but not limited to, the BC Employment Standards Act, BC Human Rights Code, BC Personal Information Protection Act, And WorkSafeBC.

Employee Relations:

- Parkgate Society is dedicated to creating an organizational culture that values equity, diversity, inclusion, and reconciliation. This should be reflected in our HR practices and through coaching/training/guiding staff in implementing these practices as appropriate.
- Cultivate an inclusive and positive workplace environment that includes support and guidance in the areas of employee relations and promptly address grievances or other issues that may arise.
- Facilitate all HR-related communication notices to staff.
- Provide education to management and staff regarding labour standard law and Parkgate Society policies.
- Coordinate in-service training activities including staff events and staff recognition milestones.
- Generally, keep staff working in a cohesive manner to ensure the successful operation of programs and services for the community.

Required Qualifications

- A bachelor's degree in human resources management or a related field of study and/or an appropriate combination of education and experience to ensure on-the-job success.
- A minimum of 1- 3 years relevant HR experience with up-to-date knowledge of principles and practices of human resource administration.
- Strong administrative skills and proven ability to improve processes and create new systems.
- Experience with enforcing employment law, workplace policies, and WorkSafe BC regulations.
- Professional and confident communication and interpersonal skills with a proven ability to listen effectively and respond appropriately to individuals at all levels of the organization.
- Strong organizational and planning skills with the ability to multi-task and prioritize while working effectively both independently and as a contributing member in a team environment.
- Strong sense of diplomacy and discretion: the ability to manage sensitive and confidential information; outwardly demonstrate a commitment to employee privacy and confidentiality.
- Ability to take initiative as well as follow instructions.
- Proven track record of maintaining integrity, adaptability, sound professional judgment, and a collaborative work style.
- Excellent computer skills and proficiency with Microsoft Office programs.
- Strong writing skills including grammar, spelling, editing, and proofreading skills.
- Evidence of expertise in workplace equity, diversity, and inclusion as it pertains to HR practices.
- Positive and engaging attitude and a passion for community services.



Preferred Qualifications

- Previous experience in the not-for-profit environment.
- Previous experience in benefit, payroll, and compensation administration.
- Knowledge of payroll processing and accounting systems.

Package and Benefits:

- Salary Range: \$33.00 - \$36.00 per hour (Depending on qualifications and experience)
- Work Schedule: 35-hour work week
- Paid Time Off: 15 days of paid vacation
- Employment Type: One-year contract with a possibility for extension
- Work Environment: Hybrid work arrangement with a minimum of 2 days per week in the office
- Health Benefits: Generous extended health benefits
- Professional Development: Funds available for further education and career growth

We are dedicated to cultivating an inclusive, diverse, and welcoming workplace. All qualified applicants will receive equal employment consideration without discrimination based on race, colour, religion, gender, sexual orientation, gender identity, national origin, or disability. We welcome applications from candidates of all backgrounds and experiences. If you require assistance or an accommodation, please let us know, and we will do our best to provide reasonable support.

Please forward your resume and cover letter by email to info@parkgatesociety.ca.
The job posting will be active until the position is filled.

