



June 19, 2020

**Human Resources Administrator
Association Services Office (located at the Westhills Y in Langford, BC)**

Vacancies: 1

Position: Permanent Full-Time

Placement Date: Negotiable

Salary: Commensurate with experience and qualifications

Hours: 35 hours per week; Monday through Friday (some flexibility required)

Nature and Scope:

The Human Resources Administrator will provide support, advice and guidance to the staff and volunteers of the YMCA-YWCA of Vancouver Island. The successful applicant will demonstrate leadership in recruitment and on-boarding practices, performance management support, and maintaining and developing administrative systems. The HR Administrator will ensure related processes are current, streamlined, and in compliance with legislative requirements. Involvement in policy/procedure development (and related training) and general employee support are key aspects of the position. The HR Administrator requires leadership skills, high degree of attention to detail, critical thinking, and efficient administrative capabilities. This is role that requires hands-on involvement in all aspects of the Human Resources support and administrative functions.

This permanent full-time position is entitled to a YMCA-YWCA individual membership; 15 days vacation; and a cost-shared benefits package (after completion of the probationary period) which includes:

- Health Care, Drug Plan, Dental, Vision, EAP
- Extended Health Care
- Life Insurance
- YMCA Canada Pension Plan (eligible after one year)

Responsibilities:

- Reporting to the Director of Operations, provides oversight to the Human Resources functions of the Association
- Plays an active role in ensuring that staff and volunteers adhere to Human Resources and Association policies and practices
- Review, evaluate and analyze Human Resource functions for the Association, responding to needs and changes, accordingly, including staying on top of industry trends and legislative requirements
- Works closely with the Payroll Administrator to ensure that Human Resources/Payroll information systems are maintained and updated
- Supports recruitment by posting positions to various platforms (develops staff and volunteer postings), screening applications, responding to inquiries
 - Ensures appropriate protocols are followed throughout the hiring process; hiring supervisors with interviews as assigned

- Provides guidance and advice to management, answering questions and providing information to staff and volunteers in dealing with complex or difficult situations
- Exercises a high degree of confidentiality, sensitivity and privacy with staff and volunteer information and files, ensuring privacy legislation and legal requirements are followed
- Interprets and advises all staff on Human Resources policies and procedures (and other related policies); ensures compliance and updates as required
- Works with the Association's management team in the performance management processes
- Participate in Association committees, and special events Provide leadership to and participates in annual campaign events and fundraising initiatives

Qualifications:

- Post-secondary degree or diploma in a related field is preferred; a Human Resources designation is highly valued
 - Experience:
 - Experience in a related position within the YMCA or YWCA is highly valued
 - Minimum of two years of experience in a related / supervisory position
 - Demonstrated thorough knowledge of applicable legislation
 - Experience with full cycle payroll processing is an asset
 - Strong collaborative work ethic, and the ability to work on multiple projects with tight deadlines and minimal supervision
 - Demonstrated proficiency with Microsoft Office and Avanti (or similar HRIS/HRMS system) preferred
 - Previous experience implementing new systems, policies and initiatives is valued
 - Proven leadership, communication, and interpersonal skills
- or an equivalent combination of education and experience
- Note: A clear Police/RCMP Criminal Record Check with Vulnerable Sector Screening required

To Apply: Please send a cover letter and resume to:

Human Resources
YMCA-YWCA of Vancouver Island
Email: hr@vancouverislandy.ca

Please Note:

1. **Application Deadline:** Shortlisting will begin July 3, 2020. This position will remain open until a suitable candidate is selected.
2. ***Please indicate in your cover letter how you heard about this position.***
3. ***Applications will be short-listed for interviews as they are received.***
4. ***We appreciate all applications; however please note only short-listed candidates will be contacted.***

The YMCA-YWCA of Vancouver Island is an equal opportunity employer.