



Giving Hope Today

## Employment Opportunity The Salvation Army Community Services (Calgary)

<b>Job Title:</b>	Employee Relations Administrator	<b>Competition #:</b>	ER030419
<b>Department:</b>	Employee Relations	<b>Position Type:</b>	Temporary Full Time – 40 hours per week
<b>Salary Range:</b>	To be discussed	<b>Date posted:</b>	March 4, 2019
<b>Location:</b>	Centre of Hope 9 <sup>th</sup> Avenue SE	<b>Posting Expires:</b>	March 22, 2019

Please state competition number on your resume / cover letter.

Interested applicants please submit your resume and or cover letter to:

Employee Relations Department  
 Fax: (403) 410-1103  
 Email: [humanresources@salvationarmycalgary.org](mailto:humanresources@salvationarmycalgary.org)

**Mail:**  
 Employee Relations  
 Centre of Hope  
 420 – 9<sup>th</sup> Avenue S.E.  
 Calgary, AB T2G-0R9

### Job Description:

Employee Relations Administrator performs a range of employee relations and human resources functions that support the staff and managers of Community Services (Calgary).

#### Here's what we have to offer you:

- Rewarding work where you know you are making a difference in the lives of people
- Being part of a faith-focused organization recognized worldwide and where living out our mission and core values is paramount
- Benefits: health and dental benefits, employer RRSP contributions (matching not required), time off allowance, Employee Assistance Program.

#### Here's how you will contribute to the program:

- Identifies and implements targeted recruitment plans to attract maximum number of qualified candidates, in conjunction with the managers; prepares and posts jobs; screens and manages resumes and maintains competition documentation and reports
- Conducts employee onboarding
- Attends career and employment fairs
- Performs group benefits and RRSP plan administration and enters information into HRIS/payroll system; creates standard and customized reports
- Prepares a variety of employment-related correspondence
- Assists with various other human resources functions, projects and tasks
- Maintains and promotes a positive image of The Salvation Army through providing a high caliber of professional service and by dealing with staff, the public and other professionals in a courteous and professional manner

#### What you need to get an interview:

- Certificate in Human Resources Management with at least 2 years' experience in an HR environment, preferably in a not-for-profit, or the equivalent education and experience will be considered.
- A service oriented professional who is a self-starter and takes initiative
- Proficient in - Microsoft Office; possess excellent organizational skills and be detail and deadline oriented
- Strong communicator (verbal and written) and being able to maintain confidentiality and exercise discretion is a must
- Ability to work on multiple projects simultaneously, displaying excellent project and time management skills
- Passionate about working for and supporting the mission of The Salvation Army.

**GRADE:** Temporary Full Time – 40 hours per week – April 1, 2019 to January 31, 2020, with possibility of becoming a regular position.

**Please include competition number ER030419 in the subject line of your application.**

**View our website to learn more about this and other programs we offer:** [www.salvationarmycalgary.org/residential.html](http://www.salvationarmycalgary.org/residential.html)

*The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.*

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.