



Giving Hope Today

## **Employment Opportunity**

### **The Salvation Army Community Services (Calgary)**

#### **Human Relations Coordinator**

Location: Downtown Calgary

Position Type: Regular Full Time – 40 hours per week

For more than 130 years, The Salvation Army has had the privilege of serving vulnerable people in communities across Canada. Last year, we helped over 1.7 million people. The Salvation Army not only provides the necessities of life such as food, clothing and shelter, but our programs address needs such as addictions, language barriers, loneliness, unemployment and family challenges. Our services continually adapt to meet emerging needs.

At work in more than 400 communities across the country, The Salvation Army has grown to become one of Canada's largest non-governmental providers of social services. An organization that has people at the core of its mission, they have taken unprecedented measures during COVID-19—altered their programs and service delivery—to ensure that those who rely on them for help stay healthy and safe.

#### **Mission and Core Values**

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.

Our values underpin all that we do:

**Hope:** We give hope through the power of the gospel of Jesus Christ.

**Service:** We reach out to support others without discrimination.

**Dignity:** We respect and value each other, recognizing everyone's worth.

**Stewardship:** We responsibly manage the resources entrusted to us.

#### **Position Summary**

Reporting to the Director of Human Relations, this position performs a range of human resources functions that support the human relations office to serve the management and staff management of Community Services (Calgary).

#### **Hours/Schedule**

Full Time – 40 hours per week. Monday to Friday – 8:00 a.m. to 4:30 p.m. However, occasional evenings and weekends may be required.

#### **KEY RESPONSIBILITIES:**

- Delivers recruitment services for all sites including job postings, sourcing, interviewing and employee offers.
- Prepare job postings and advertisements; screen and distribute applications and maintain competition documentation; and track recruitment metrics.
- Payroll administration on Ultipro web-based payroll system.

- Benefits and RRSP administration.
- Prepares offer letters, employee files and conducts new employee onboarding and new employee general orientations.
- Represent the organization at job fairs.
- Maintains data on employee job requirements and training.
- Answers employee questions regarding policies, procedures, job requirements, payroll and benefits.
- Maintains employee files.
- Maintains and issue employee clothing.
- May assist with coordinating employee training.
- May assist with health and safety administration.
- Assist with other human relations projects and tasks, as needed.
- Assist with the Volunteer Services program, as needed.

**Experience, skills and capabilities:**

- Completion of a two-year business or equivalent education and experience in a related field.
- Post-secondary education in Human Resources is an asset.
- Working towards a professional human relations related designation an asset.
- Highly Proficient in Microsoft Office including WORD, Excel, Outlook, PowerPoint and MS Teams.
- At least two years of administrative or human resources experience in a medium-to-large organization (100+ employees)
- Experience working with a web-based HRIS system.
- Detail-oriented with a high level of accuracy in data entry and document creation.
- High standard of integrity, judgement, confidentiality, and ability to cultivate and maintain relationships of trust and confidentiality.
- Strong communicator (verbal and written) and enjoys presenting to groups.
- Service-oriented and willing to take initiative.
- Problem-solving and deadline oriented.
- Able to work on multiple tasks/projects simultaneously, displaying excellent project and time management skills.
- Able to travel to other office locations within Calgary, as needed
- Passionate about working for, and supporting the mission of, The Salvation Army.

Successful candidates, prior to hiring, may be required to provide:

- Background check consent.
- A satisfactory Police Information Check (PIC) with Vulnerable Sector search.
- A proof of successful completion of our online Armatus Abuse Training, and required Health and Safety training.

If this sounds like the ideal role for you, here are more reasons why you should apply:

- A career working for an internationally recognized organization where you can make a difference.
- Comprehensive benefits package
- Group RRSP contributions with no matching required
- Training opportunities
- On-site parking

Are you passionate about building an engaging environment that supports and challenges others to achieve their goals?

Take the next step and apply so we can continue the conversation about you joining The Salvation Army, where we value a diverse work force and make a difference.

**Competition closing date:** April 25, 2022.

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.



Imagine Canada believes that charities and non-profits have a responsibility to be innovative, transparent, accountable, ethical and well-governed.