
TITLE

Executive and Human Resources Coordinator

REPORTS TO

Chief Executive Officer

SUMMARY

The position requires a high degree of professionalism and confidentiality. Duties encompass a wide range of administrative responsibilities and fluctuate on a day-to-day basis. The position directly supports the Chief Executive Officer, the Leadership Team and the Board of Directors. The position is responsible for the coordination of the Human Resources functions for the Foundation through its support to the leadership team and the CEO.

The position manages the work of the Office Administrator and provide support to this position.

Core Competencies

- Confidentiality
- Strong computer skills
- Superb written and verbal communication skills
- High degree of organizational skills
- Multi-project management skills
- Working knowledge of HR policies, procedures and regulations
- Customer Focus
- High degree of diplomacy
- Team work and collaboration
- Quality orientation
- Time management skills
- Adaptability/ Flexibility
- Creative and innovative thinking
- Critical thinking skills
- Problem solving
- Accountability and dependability
- Ethics and integrity
- Development and continual learning

Job Duties

Office Administrator supervision.

- Oversee office logistics,

Executive support to the Chief Executive Officer

- Manage CEO calendar
- Maintain professional memberships for the CEO and Directors
- Coordinate related travel for the CEO
- Support logistics related to office workflow
- Support gift processing
- Support stewardship and recognition activities
- Support and attend community and third – party fundraising events
- Coordinator in-house Staff training

Support to Board and Committees

- Coordinate Board package process
- Coordinate Board meeting process
- Coordinate Committee Agendas and Meeting logistics with Committee Chairs
- Manage and coordinate the Annual Board Assessment Survey
- Manage meeting minutes for Board and select Committees
- Coordinate Board educational opportunities
- Coordinate Annual General Meeting and Board retreats and workshops

Human Resources Duties

- Create/update job descriptions in coordination with Managers
- Create and manage online job postings including KGHF website
- Manage resumes including candidate screening when required
- Participate in recruitment interviews as required
- Manage and coordinate all new employee onboarding activities
- Ensure Employee Orientation Manual is up-to-date and accurate
- Development and ongoing management of KGHF HR Formulary
- Manage all e-staffing events including, but not limited to, new hires, position changes, pay adjustments and terminations/resignations
- Assist staff with accessing information regarding: benefits, support systems, payroll information, educational opportunities, etc,
- Maintain working knowledge and provide consultation to the CEO regarding current labour rules and regulations specifically relating to WorkSafe BC, provincial and federal labour laws,
- Recommend new or updated HR policies to the CEO
- Develop HR policies under the direction of the CEO
- Ensure Employee Handbook is up-to-date and accurate
- Manage Criminal Record Check process
- Manage staff and director Strengths Finder spreadsheet
- Maintain HR education through courses, webinars, conferences, etc
- Coordinate staff events
- Support and coordinate staff development of annual retreat activities

Support to Leadership Team

- Coordinate related travel for Leadership Team
- Manage office IT requirements including, but not limited to, new device purchases, software purchases, accessories, trouble-shooting, TRP, etc,
- Manage annual IT budget
- Support annual, campaign and planned giving programs
- Coordinate Annual Christmas celebration for Directors, Staff and Stakeholders
- Coordinate Annual Staff Christmas celebration

Other duties as assigned.

Requirements

- High level of professionalism in dealing with directors, staff, stakeholders and the general public
- Proficient with MS Outlook, Word, Excel, PowerPoint and Publisher
- High ability to provide empathetic communications
- Significant ability to research and synthesize human resource policy, regulations and legislation
- Proven ability to work independently and proactively
- Effective attention to detail and a high degree of accuracy
- Significant ability to manage varied tasks simultaneously
- High level of integrity, confidentiality, and accountability
- Sound analytical thinking, planning, prioritization, and execution skills
- Able to effectively communicate both verbally and in writing
- Functional knowledge of virtual meeting platforms/technology

Working Conditions

- Manual dexterity required to use desktop computer and peripherals
- Overtime as required