



Engagement Associate (aka Human Resource Manager)

At Engaged HR, the **Engagement Associate** is the backbone of the client relationship, providing ongoing tailored support to an ever-evolving variety of clients and industries (non-profit, private, small/mid-sized businesses). As a generalist, you provide top-notch consulting services, build solid relationships, and contribute to an extensive range of projects. In addition to providing day to day tactical support, you also have a strategic focus, and play a lead role in complex client projects such as workforce planning and talent management, compensation surveys and organizational design, HR and culture audits, and dealing with a range of employee relations issues.

Engaged HR is a remote working environment that creates opportunities for regular in-person connections as a team.

General Duties and Responsibilities

- Providing both on and off-site HR advisory and consulting services to Engaged HR clients, typically fulfilling the role of a HR Manager within a client's workplace.
- Managing a variety of projects from sales handover through completion and debrief, including designing project plans and timelines, identifying critical elements to stay on track, and appropriately managing client expectations throughout the project.
- Delivering on various HR projects (developing handbooks, writing job descriptions, analyzing compensation) using a strategic lens and ensuring that clients are receiving value.
- Advising clients on both minimum legislated requirements and best practices in employee relations.
- Maintaining and developing long-term client relationships, fulfilling the role of project manager on various client projects, and providing services that bring tangible results.
- Enhancing your capabilities through researching topics, developing resources for clients, and collaborating on projects when possible.
- Bringing thought leadership on current HR topics, issues, and trends.
- Writing reports, proposals and documents associated with client projects.
- Contributing to the development of Engaged HR processes, systems, and templates.

Project examples include:

- Working a non-profit Board of Directors through a strategic workforce planning session.
- Discussions or coaching conversations with managers regarding employee relations or crisis situations.
- Guiding and coaching business leaders through difficult decisions and restructuring processes.



- Supporting managers with foundational HR tasks while designing and developing performance management systems and frameworks.
- Creating HR tools and resources for specific clients or for Engaged HR generally.

Skills and Qualifications

- Post-secondary degree, preferably from an HR or business program.
- CPHR designation or are working towards obtaining.
- 5+ years HR generalist experience or HR management experience.
- A background that includes experience in:
 - recruitment
 - compensation and job evaluation
 - supporting and guiding managers in their HR decisions
- Experience managing and executing projects is an asset.
- Experience working in a non profit or volunteering on a Board of Directors is an asset.
- Experience with a variety of technologies including SharePoint, HRIS systems, Applicant Tracking Systems and extensive experience with Microsoft Office.
- Energy, discipline, and a drive for success with a desire to learn.
- A desire to take responsibility for your part in the work and always look for ways to help others.
- The qualities of being exceptionally organized, detail-oriented, self-motivated, and client-focused.
- You are highly adaptive and have a high tolerance for ambiguity. You consistently look for ways to get more done in less time.
- You can juggle many tasks and still stay on top of everything; in fact, you are always one step ahead.
- You are a critical thinker with strong written and verbal communications skills.
- You like to laugh, have fun and to work in partnership with your team!