



219 – 645 Fort Street, Victoria, BC V8W 1G2

tel: (250) 385-7410

fax: (250) 385-7459

website: www.bridgesforwomen.ca

JOB DESCRIPTION

Position Title:	Human Resources Coordinator
Reports to:	Executive Director
Hours:	35 hours per week
Term:	Permanent
Location:	Victoria, BC
Salary:	Bridges offers a competitive industry salary; the wage will be determined based on level of experience; a comprehensive extended health and dental benefits package is available.
Closing Date:	March 8th at 11 pm PST, 2023
Salary:	\$30 - \$32 per hour

About Bridges for Women Society:

Bridges has been providing life-changing programs to women overcoming the effects of trauma and abuse since 1988. Bridges inspire women affected by trauma, violence, or abuse to reclaim their lives and build financial security through our healing, education, and employment programs. Our services are open to all women (transgender and cisgender), non-binary, and two-spirit people who identify as a part of the women's community and who have been impacted by violence or trauma at any time in their lives.

We acknowledge with respect the traditional territories on which Bridges for Women is located are the lands of the Ləkʷəŋən peoples (Esquimalt and Songhees nations). We also offer online programs and remote services throughout B.C.

Summary:

Bridges for Women Society is looking for a dynamic individual to join our Team. We are seeking someone who is passionate about Human Resources with outstanding written, verbal, and interpersonal communication skills. The coordinator is expected to be a conceptual thinker with superb organizational and time management skills.

To ensure success, the HR Coordinator will display strong problem-solving and decision-making skills with a deep understanding of employee relationships, staffing management, and the recruitment process.

Responsibilities:

The HR Coordinator's key responsibilities include the following areas and may be revised based on the Society's needs.

- Assist with all internal and external HR related inquiries or requests.
- Maintain human resource records by keeping accurate, up-to-date employee files including contracts, performance reviews, and benefits forms.
- Maintain a human resources information system (HRIS) by tracking and reporting on employee data such as sick days, vacation days, and other days off to ensure accurate, timely information can be made available to leadership and staff.
- Advise leadership team on legal compliance issues including Employment Standards Act, Workers Compensation Act, and Human Rights Code legislations.
- Assist the leadership team and policies and procedures committee in creating new HR policies.
- Schedule meetings, interviews, HR events and maintain agendas.
- Provide recruitment support for the leadership team in creating job postings, job descriptions, interview questions, and reference checks.
- Managing candidates through the recruitment process, always ensuring that the candidate experience is a positive one.
- Ensure the Employee Handbook and HR Policies are kept up to date by making revisions as new policies come into effect and current policies are updated.
- Track probationary periods of new hires, annual start dates, and performance reviews; update managers.
- Manage the onboarding process for new employees.
- Assist with performance management procedures.
- Support the exit interview process.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Assist with payroll and ad-hoc HR projects.
- Support other assigned functions.
- Keep up to date with the latest HR trends and best practices.

Qualifications:

- Degree or diploma in Human Resources.
- Minimum 2 years of experience as an HR coordinator, or equivalent (essential).
- Exposure to Labour Law and employment equity regulations.
- Effective HR administration and people management skills.
- Experience with payroll processing; Payworks or similar HR/Payroll software, an asset.
- Strong understanding of human resource principles, practices, and procedures.
- Experience working as part of a collaborative team, including well-developed communication and conflict resolution skills.
- Works well under pressure and meets tight deadlines.

- Highly computer literate with capability in email, MS Office, Microsoft Word, and Microsoft Excel.
- Fantastic organizational and time management skills.
- Strong decision-making and problem-solving skills.
- Meticulous attention to detail.

Skills and Abilities:

- A strong belief in Bridges for Women Society's mission and core values.
- Connect deeply with people, maintain trust, and navigate sensitive issues with colleagues.
- Ability to communicate effectively with varied audiences using multiple mediums.
- Proactive and takes initiative when completing tasks.
- Ability to foster trust and rapport over the phone and in online communications.
- Ability to respond to and manage stress with professionalism.

Additional Notes:

- This position requires a recent Criminal Record Check, vulnerable sector

We aim to have the Bridges staff team reflect the community we serve. We encourage self-identified women, non-binary people, and two-spirit people who identify with the women's community to join our team. We value diversity and lived experience, and enthusiastically welcome applicants who identify as Indigenous, racialized, a person with a disability, and/or a member of the LGBTQIA2S+ community.

We thank all applicants for their interest. Only applicants selected for an interview will be contacted.