

Full-Time Human Capital Administrative Coordinator

Reporting to the Vice President of Human Capital, the Human Capital Administrative Coordinator is responsible for providing administrative support to the Vice President's portfolio and teams, (i.e., recruitment and selection, learning management system, committee work, etc.) and is key to assisting with special projects (i.e., accreditation, employer of choice, etc.). The Administrative Coordinator provides support to other areas of the organization as required under the direction of the Vice President of Human Capital.

Responsibilities include but are not limited to:

Administration

- Monitoring and organizing department calendars, and meetings
- Participating in and maintaining and distributing committee and Human Capital meetings, agendas, and minutes
- Maintaining and distributing committee and HC meetings, agenda, and minutes (i.e., Accessibilities for Ontarians with Disabilities Act, and Joint Health and Safety Committee)
- Managing invoices, reconciling monthly VISA purchases, and preparing purchase orders
- Purchasing Human Capital supplies and maintaining inventory (i.e., promotional items, supplies, etc.)
- Preparing various reports and conducting research on best practices, policies and guides
- Assisting in the timely reporting of monthly and quarterly reports to the Board of Directors (i.e., CEO reports, Operational Goals, etc.,)
- Supporting the Human Capital team with various programs including recruitment and selection, onboarding and orientation and training and education,
- Participates as an active member of the Administrative Team

Human Capital

- Creating and updating workforce education on Learning Management System
- Maintaining workforce training and certification while reporting on compliance
- Supporting Teams with the day-to-day recruitment tasks (i.e., reference checks, pre-screening, scheduling interviews, etc.,)
- Organizing and assisting in special projects and events (i.e., employee appreciation, recognition, and recruitment fairs)
- Updating Human Capital SharePoint sites, content, and access rights
- Supporting volunteer management (i.e., off-boarding, messaging, training, etc.)

Student Placement

- Coordinating student placements for all programs
- Communicating student applications to program managers
- Onboarding and orienting new students
- Maintaining student placement files with appropriate documentation

Qualifications required:

- Post-secondary education in Human Resources Management, Business Administration, Executive Administration, or related field
- Three (3) years of administration experience required, and three (3) years supporting senior staff is an asset
- Experience in Human Resources is an asset
- Strong interpersonal and communication skills
- Excellent writing and proofreading skills with an attention to detail
- Must be professional, personable, approachable, courteous, tactful, and diplomatic
- Must be able to handle highly confidential information
- Effective scheduling/meeting coordination skills
- Must be able to work independently and as a part of a team
- Must be able to compose correspondence
- Intermediate to advance knowledge and experience with Microsoft Office (Excel, Outlook, PowerPoint, Microsoft)
- Must be computer savvy with research skills
- Satisfactory Police Vulnerable Sector Check
- Must work in a safe manner and promote the health and safety of all staff, volunteers, clients and the community as outlined within CCD policies

Compensation: Starting at \$40,000 annually; three (3) weeks' vacation per year of work (pro-rated to hours worked); 9 paid (including stat) holidays; health, insurance and pension benefits when eligible.

* Pay will be commensurate based on education and experience

Please apply in writing referencing posting #2024-31 outlining qualifications and experience by 4pm on Friday, April 19, 2024, to Human Resources, Community Care Durham email: careers@communitycaredurham.on.ca