



People and Culture Coordinator

Position Available: Permanent Full-Time

Compensation: Competitive Salary based on experience + Commuter Benefit + Group Benefits

Start Date: June 2024 – flexible based on candidate's availability

Application Closing Date: Wednesday, May 22, 2024

At The Forks North Portage, we're all about community. We're a fun, welcoming, hard-working team with a huge focus on innovation and collaboration in our work, to give people as many reasons as possible to live, work, and play in the downtown. We are looking for people who want to help build pride in our community while building meaningful relationships within it.

The People and Culture Coordinator will work with all departments to support a dynamic and engaged workforce whose values align with the organization. Reporting to, and working very closely with, the People, Culture, and Hospitality Director, this individual will encourage a positive work culture that ensures our teams are resourced to offer a warm welcome to *all* of our visitors.

This role offers an exciting opportunity for someone who is eager to learn and grow in the field of Human Resources, while making a meaningful impact on the culture of the organization. The People and Culture Coordinator will work in office, Monday to Friday, between the hours of 9AM-5PM. If you are eager to build authentic relationships with this team and the community, we encourage you to apply.

The People and Culture Coordinator is someone who:

- Shows genuine care and understanding for the needs of our employees
- Can adapt to change and bounce back from setbacks
- Demonstrates a strong desire to develop new skills in HR and to take on new challenges
- Is motivated to contribute to the success of the organization through an engaged workforce
- Has previous experience working in a team-oriented environment, particularly in customer service, employee relations, or administration
- Has excellent communication skills, both written and verbal, and is comfortable with public speaking
- Recognizes the significance of meticulous attention to detail and accuracy
- Is proficient in Microsoft Office (Word, Excel, PowerPoint)
- Can effectively manage their own time and prioritize tasks to meet deadlines
- Exhibits leadership potential and the ability to inspire other

The People, Culture, and Hospitality Director is committed to mentoring and developing a passionate and caring individual who is eager to learn in all of the following areas:

- **Employee Information Management:** Maintain accurate employee records, including employee forms and regular employee file updates. Track start dates, commuter benefits, RRSP & Group Benefits eligibility, employee demographics, and engagement results, etc.
- **Administrative Support:** Coordinate logistics for DEI Committee meetings, Lunch & Learns, RRSP & Group Benefits info sessions, and general employee info sessions. Assist with manuals and policy updates. Plan and coordinate staff celebrations.
- **Recruitment/Hiring/Onboarding:** Post job openings, recruit candidates, screen resumes, schedule interviews, and conduct reference checks. Prepare offer letters and welcome new hires. Develop onboarding calendars and coordinate meetings with the leadership team. Represent the organization at job fairs and community outreach programs.
- **Employee Training & Performance:** Support the development of department-specific orientations and training. Coordinate and schedule training sessions across departments. Assist with procedures for performance management.
- **General Support:** Provide transactional HR support. Educate employees on HR-related matters and ensure compliance. Assist new hires with questions, support with staff bulletin content, all-staff meeting planning, and research HR software. Support managers to ensure HR policies and timelines are met.

Please email hr@theforks.com with a cover letter and resume to apply. Application deadline is Wednesday, May 22nd, 2024. Successful applicants will be contacted for an interview by Friday, May 24th and interviews will happen the following week.

We thank all applicants; however, only those selected for further consideration will be contacted.

The Forks is the city's meeting place, open and accessible to all. We want our team to be reflective of the community we are honoured to call home. We are actively seeking a diverse mix of talented people who want to do their best work.

The Forks North Portage as an employer is focused on equality and inclusivity in our hiring practices. We support diversity of race, gender, sexual orientation, physical or mental ability, religion, ethnicity, and nationality. We strongly encourage those who identify as BIPOC and/or 2SLGBTQ+ to apply.