

## Job posting

**Job Title:** Coordinator, People and Culture  
**Status:** 35 hours per week  
**Start / End Date:** April 2022 to March 31, 2023 with strong possibility of extension.  
**Reports to:** Chief Executive Officer  
**Posting Date:** April 8, 2022  
**Reference Number:** CLNU-2022-05  
**Deadline to apply:** April 22, 5pm

CultureLink is a settlement and community organization with 30 years of experience in developing and delivering services to meet the needs of diverse communities. **CultureLink works within an anti-oppression framework and is committed to equity.**

### Job Summary:

The Coordinator, People and Culture will support CultureLink's human resources, employee relations, and all other HR generalist activity.

This position is instrumental in contributing to the maintenance of a positive, efficient, and solutions-oriented working environment that fosters a high functioning, collaborative, and innovative culture. The incumbent drives the continuous review and update of policies and procedures, to ensure legislative compliance with employment law, industry standards, and with the collective agreement.

### Duties

#### Human Resources

- Develop, review, and make recommendations for improvement of organization's policies, procedures, and practices to ensure ongoing compliance and organizational efficiencies.
- Act as point person for guidance and interpretation of policies & procedures for CultureLink, as well as provincial ESA and OHSAA.
- Provide guidance to the management team on specialized and sensitive human resources issues including discipline, reasonable accommodation, investigations, and terminations.
- Coordinate recruitment activities such as drafting job descriptions and job ads; posting and monitoring application submission process; initial candidate review and make recommendations based on criteria for the position, top quality, and diverse talent.
- Work with hiring team to identify lead candidate, assist with offer and preparation of documents, and conduct reference interviews.
- Coordinate and implement the on-boarding process.
- Support and provide guidance as required to the senior team with performance management issues and progressive discipline of their staff; advise and support termination as necessary.
- Maintain all personnel files, including employee records and training records
- Work with the management team to implement the organization-wide performance appraisal process
- Identify training needs and, facilitate and/or provide training to the workforce, including management training, content training and legislative required training as set up in the Occupational Health and Safety Act.

#### Employee Relations

- Develop and maintain a positive working relationship with union partners.
- Support contract negotiations for the collective bargaining process, working with others to ensure background material is available and reviewed. Assist Legal and Labour Relations Consultants as required.
- Participate in labour management meetings, grievance resolution and arbitration meetings.
- Support, coach, and educate managers on the collective agreement, federal and provincial labour laws, human rights, occupational health & safety, and all other legislative compliance requirements.
- Coordinate Workplace Investigations as required, determine if an internal or external investigator is warranted.
- Act as Co-Chair for the Joint Health & Safety Committee (JHSC)

## Qualifications

- Bachelor's Degree in Human Resources Management, Labour Relations, or a College Diploma with an HRM credential.
- Certified Human Resources Professional (CHRP) designation is preferred (in-progress is acceptable).
- A minimum of 1-2 years of experience in human resources management in a unionized environment or non-profit.
- Experience in handling employee relations
- In-depth knowledge of applicable labour legislation, health & safety legislation, human rights and worker's compensation policies
- High degree of professionalism, diplomacy and discretion in handling confidential information.
- Excellent communication, negotiation, facilitation, management and coaching skills.
- Ability to work independently in a fast pace environment that require sound decision making on sensitive issues.
- Demonstrate a keen sense of urgency and commitment to follow up and meet multiple deadlines without compromising on work quality
- Satisfactory Vulnerable Sector Screening within the past six months
- Legally entitled to work in Canada

All newly hired employees are required to provide proof they have completed an approved course of vaccination against COVID-19 at least 14 days prior to commencing employment or provide documentation to support an exemption based on grounds covered by the Ontario Human Rights Act (i.e. Medical exemption).

To apply, please submit your resume and cover letter with reference number in the subject line to [jobspd@culturelink.ca](mailto:jobspd@culturelink.ca)

**We value diversity and inclusion, and strongly encourage applications from racialized people, people with disabilities, and people from gender and sexually diverse communities. Upon request, CultureLink will provide accommodations for people with disabilities throughout the selection process.**

**We thank all candidates for their interest and advise that only those selected for an interview will be contacted**