



HR COORDINATOR – MATERNITY LEAVE

'Lead helps children and their families show the world what they can do'

Our dynamic teams provide opportunities for children and families to learn through specialized programs in their home and community. We support all children ages 2-8 and their families and believe children learn best through play and within naturally occurring day-to-day activities. Using an "I do, we do, you do" model for learning, we work through the stages of skill development together with children, families, and community partners. Together, we develop strong, flexible programs.

The Opportunity:

Lead Foundation is seeking an experienced Human Resources practitioner to join us in June 2021. This four day a week (30 hours) position will be filling in for a 12-month maternity leave. Reporting to the Director, Operations you will provide a wide range of human resources, administration, and communications support to the organization. The ideal candidate will enjoy working in a fast-paced dynamic environment. Attention to detail and a people focus are critical skills for this role.

In this varied role you will work on recruitment support, maintaining our ADP Workforce Now human resources modules and various Excel workbooks, OH&S leadership, policy administration, on and off-boarding staff, preparation of various documents and maintenance of HR files (physical and electronic), participating in workforce planning, working closely with the Finance & Payroll Specialist, performance management administration and support, and many other initiatives.

What You Bring to the Team:

- Degree/Certificate in Human Resources preferred
- Minimum of 5 years' experience in Human Resources administration
 - An equivalent combination of experience and education may be considered
- Excellent written and oral communication skills along with strong interpersonal skills
- Excellent MS Office skills
- Good knowledge of social media
- Ability to maintain a high degree of discretion, diplomacy and confidentiality

Why Lead?

We take pride in our positive workplace culture that is preserved through an environment of respect, collaboration, creativity and wellness. This forms the foundation of the excellent work we do with families, children, community partners and each other. We value what you will bring to our team and we want to be part of your professional journey.

Lead Foundation is committed to maximizing our staff's personal and professional growth through:

- Professional development;
- Competitive salary and benefits package including an annual wellness account;
- Flexible work hours.

Interested in learning more? Visit us at: leadfoundation.ca

Candidates are asked to email a resume and cover letter outlining how your experience/background fits with this position to Sylvia Cieslik at SCieslik@leadfoundation.ca. The position will remain open until a suitable candidate is hired.

We thank all applicants in advance for their interest; however only those selected for an interview will be contacted.