

Human Resources Assistant Full Time, One Year Term

Norwood Child & Family Resource Centre provides programs that strengthen and enrich the lives of children and parents in the Edmonton area. Programs are delivered using a holistic approach to support the emotional, physical and intellectual needs of children and families in the community.

Reporting to the Finance Officer, the Human Resources (HR) Assistant will be responsible for providing support by assisting with the development and implementation of policy, recruitment, orientation and training, benefits, and other areas as directed. As well, the HR Assistant will be responsible for maintaining accurate, up-to-date HR filing systems and personnel records, and drafting reports.

This is a one year position with a possibility for an extension.

The HR Assistant is responsible for the following:

- Drafting policies and procedures in relation to the accreditation process.
- Keeping current with legislation regarding Human Resource issues.
- Supporting the employee orientation process, including pre-screens, reference checks, employment contracts, and onboarding.
- Maintaining accurate and comprehensive personnel records.
- Tracking employee training and certification renewal dates.
- Assisting with the administration of employee benefits plans.
- Preparing formal communication to employees for HR management review.
- Analyzing staff turnover and trends, including exit surveys.
- Supporting the Finance Officer with all administrative HR functions.

The ideal candidate will possess the following qualifications:

- Diploma in Human Resources or Administration
- Minimum of 2 years' experience working as a Human Resources Assistant
- Experience working within a non-profit organization would be an asset
- High degree of confidentiality and professionalism regarding personnel information
- Skilled to pay attention to details and deliver a high quality of work
- Well-developed oral, written and interpersonal communication skills
- Well-developed organizational and time management skills
- Demonstrated effective conflict management skills
- Intermediate computer skills in Microsoft Office Suite

Norwood Child & Family Resource Centre offers a compassionate team environment with a competitive compensation plan, full benefits, paid time off at Christmas and Spring Break (in addition to regular vacation), a commitment to staff celebration and recognition, a strong focus on employee wellness, team building activities, and ongoing professional development.

The starting salary for this role is \$21.73 - \$24.45 per hour based on a 35-hour week.

**To apply for this opportunity, please submit your résumé and cover letter to: hr@careersforcommunity.ca
Please include HR Assistant in the Subject Line of the email.**

The position will remain open until a suitable candidate has been selected.

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

**Norwood Child & Family Resource Centre
9516 - 114 Ave, Edmonton, Alberta T5G 0K7**