



## Human Resources Coordinator

<b>Organization:</b>	Volleyball Canada
<b>Supervisors:</b>	Chief Operating Officer
<b>Location:</b>	Preference to Ottawa
<b>Type of Position:</b>	Full-Time
<b>Salary Range:</b>	Commensurate with skills and/or experience

### **Nature of Work:**

Volleyball Canada is a not-for-profit that provides leadership and oversees the development of volleyball in Canada.

This position is a first point of contact for day to day administrative functions related the human resources business function. Strong organizing, communication, and interpersonal skills are required. A positive attitude, attention to detail and problem-solving abilities are definite assets. Work will be completed supporting and in collaboration with many cross functional staff, with general supervision. Some travel and weekend work will be required.

Volleyball Canada is committed to equity, diversity and inclusion in all respects, including hiring a workforce that is reflective of the diverse population of Canada with respect to age, gender, ethnicity, religion, ability, sexual orientation, education and culture. We actively encourage applications from persons who identify as women, indigenous peoples, person with disabilities, LGBTQ2S+ individuals, and members of visible minorities. Self-identification by candidates is completely voluntary.

### **Main Responsibilities:**

- Assist with HR related inquiries and requests
- Update, and maintain HR records, job descriptions, compensation bands
- Coordinate payroll activity, working directly with payroll systems
- Coordinate/Liaise with benefits provider, RRSP advisor and other service providers
- Creation of resources
- In conjunction with program leaders, assist with the recruitment, vetting hiring, orientation and onboarding of potential candidates
- Assist with offboarding processes as required
- Assist in the creation of job descriptions, volunteer descriptions
- Coordinate training sessions, seminars, professional development and mentorship opportunities
- Produce and submit reports on HR activities
- Assist with policy and procedure reviews, creation and updates



**Qualifications/Expertise:**

- Undergraduate degree or equivalent experience in Human Resources or a related discipline
- Experience working in Human Resources is an asset
- CHRP designation, or pursuing, is an asset
- Experience or understanding of labour and employment laws in multiple Canadian jurisdictions
- Experience with payroll systems(ex/Ceridian)
- Knowledge and understanding of Safe Sport and or the UCCMS is considered an asset
- Excellent interpersonal skills with the ability to communicate verbally and in writing with all stakeholders in a pleasant and professional manner
- Demonstrated expertise in Microsoft Office is required
- Experience with registration systems is an asset
- The ability to work independently, as well as with a virtual team
- Strong organization and time management skills with the ability to set priorities, and meet deadlines
- Bilingualism (French/English) is an asset
- Knowledge of Canadian sport system or not for profit sector is an asset

**Resumé, cover letter and 3 references should be forwarded to Lucie Leclerc ([lucie@volleyball.ca](mailto:lucie@volleyball.ca)) by January 31st, 2023. Only those selected for an interview will be contacted.**