

## **Human Resources Coordinator**

**Job Location:** Bedford, Nova Scotia

**Job Title:** Human Resources Coordinator

**Reports to:** President

**Chalice (Canada)** is a Catholic, Nova Scotia based organization with a vision for "A world where all children and families live in communities of life and love." Through the generosity of our Canadian supporters, combined with the continued effort of our international partners and Chalice sponsored families, we work in more than 1500 communities around the world to provide opportunities for children to receive an education, for families to become empowered, and for communities to become more caring and connected.

Please visit our website at: [www.chalice.ca](http://www.chalice.ca) to find out more information about our mission and our organization.

### **Who we are looking for:**

We are looking for an experienced, organized and mission connected leader to join the organization as the **Human Resources Coordinator**. The successful candidate will manage all aspects of human resources, report directly to the President about employee relations, compliance, talent management, and will identify labor global trends to improve Chalise sites overseas. The successful candidate will be a strategic thinker, adept at balancing the needs of employees and the organization as both a Catholic Lay Organization and as a Canadian Charity.

### **Key Areas of Responsibility:**

#### **1. Employee Relations:**

- Administer staff consultation processes and handle communication procedures to support a positive work environment in line with the charity's mission.
- Coordinate the activities of Chalice Human Resources to ensure alignment with the charity's goals and social impact objectives.
- Respond to employee and volunteer questions, complaints, and concerns with empathy and a solutions-focused approach.
- Oversee payroll and benefits administration, ensuring compliance with charity sector regulations.
- Advise leadership on employment-related issues, fostering a positive and productive working environment.
- Perform HR-related duties, including personnel selection, onboarding, and the development of volunteer engagement programs.
- Ensure all disciplinary matters including grievances are well documented and adhere closely to legal regulations.

- Conduct investigations into workplace issues and disciplinary matters, recommending appropriate actions.
- Plan, develop, implement, and evaluate human resources policies and programs that support the unique needs of a charitable organization.

## **2. Talent Acquisition and Retention:**

- Collaborate with department managers to identify staffing needs.
- Plan, develop, and implement recruitment strategies to attract employees and volunteers aligned with the charity's values and mission.
- Recruit and hire staff and volunteers who are committed to the charity's mission.
- Develop retention strategies to reduce turnover and enhance employee satisfaction.
- Administer benefits, employment equity, and other HR programs to promote fairness and inclusivity within the organization.

## **3. Benefits and Compensation:**

- Advise managers and staff on the interpretation of HR policies, employee benefit programs, and any relevant agreements or volunteer arrangements. Administer and report to the president on the above.
- Research and prepare occupational classifications, volunteer roles, job descriptions, and compensation structures based on the needs and resources of the charity.
- Monitor trends and recommend adjustments as needed.

## **4. Compliance and Legal Matters:**

- Establish and implement clear HR policies, procedures, protocols and processes that support the ethical and transparent functioning of the charity.
- Stay informed about labor laws, regulations, human rights, and best practices.
- Advise senior management on international labor practices that may impact Chalice's projects and staff.
- Maintain accurate records and ensure compliance with reporting requirements.
- Work closely with legal counsel on employment-related matters.

## **5. Training and Development:**

- Manage employee's knowledge and skills within the organization, promoting continuous learning and capacity-building.
- Coordinate performance reviews and appraisal programs to support staff and volunteer development.

- Implement initiatives for managers to ensure adequate knowledge of CRA regulations governing charities.

#### **6. HR Metrics and Analytics:**

- Oversee the analysis of employee and volunteer data to inform HR decisions and improve organizational effectiveness.
- Conduct performance reviews and provide feedback for professional and personal development.
- Research employee benefits, health and safety best practices, and recommend improvements tailored to the charity sector.
- Propose improvements to methods, systems, and HR procedures to enhance the charity's operational effectiveness.

#### **7. Advise Management:**

- Advise senior management on HR-related strategies and workforce planning in support of organizational growth and sustainability.
- Recognize HR gaps in policy, procedures, protocol and processes recommend remedial actions if necessary.

#### **Qualifications**

- College certificate or diploma in Human Resources or Business.
- A minimum of 3 years of HR experience, or equivalent management experience.
- Strong knowledge of the Canada Not for Profit Corporations Act, Nova Scotia labor laws, pertinent CRA legislation governing charities, and employee relations.
- Demonstrated Computer Skills in Microsoft Office Suite.
- Strong English language verbal and written communication skills are required
- Excellent communication and conflict resolution skills.
- Ability to balance empathy with Chalice's business needs.
- CPHR Designation is desirable.
- The following are considered strong assets: a related bachelor's degree in human resources, Business, or Law. Strong knowledge and practice of Roman Catholic faith and comfort working with Catholic hierarchy. Experience in a legal profession. Experience in working for a non-profit organization. Additional relevant experience in an international organization. Additional proficiency in Spanish.

#### **Other Requirements**

Work Hours: minimum of 32 hours per week

Legally available to work in Canada

Completion of a criminal background check and Vulnerable Sector check, as necessary.  
Ordinary Office Setting in Bedford, Nova Scotia  
Working in a faith-based, prayer filled environment with daily prayer meetings at 8:30AM

**Benefits:**

Chalice (Canada) offers benefits including paid vacation, shortened summer work weeks, health and travel insurances, and a retirement savings plan.

**How to Apply**

Please submit your **cover letter and resume** by email to [diannebulger@chalice.ca](mailto:diannebulger@chalice.ca), identifying your salary expectations. Please include “**Human Resources Coordinator**” in the subject line. Please note that applications will be reviewed as they arrive. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

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