



The **Downtown Community Safety Partnership (DCSP)** is a made-in-Winnipeg approach to creating a safer and more welcoming downtown through the availability of cohesive support and non-emergency response to those in the community in need of support and assistance. The DCSP is committed to being a proactive downtown presence, providing prevention and outreach focused on long-term solutions, and to delivering a continuum of care that will help to effect significant change for individuals and the entire downtown community.

Human Resource Coordinator- 18 Month Term (Maternity Leave)

Anticipated Start Date – January 3rd, 2024

FTE: 1.00

Anticipated Shift: Days

Daily Hours Worked: 7.50

Posting End Date: December 1st, 2023 or until filled

Salary: \$ 60,000

The Human Resource Coordinator will represent the Core Guiding and Service Principles of the DCSP to facilitate daily HR activities including recruitment, onboarding, maintaining employee files, and responding to employee inquiries. The ideal candidate will have a broad knowledge of Human Resources as well as general administrative responsibilities, working autonomously and efficiently to ensure the end-to-end running of the HR function. This is an 18 month term with the possibility to extend.

The position requires the HR Coordinator to be highly flexible, with the ability to respond quickly in a dynamic and changing work environment, while ensuring legislative and legal requirements are met.

KEY RESPONSIBILITIES

Recruitment & Onboarding

- Lead the full cycle recruitment process, including sourcing, posting, testing, interviewing, reference & background checks and onboarding
- Draft and maintain employment contracts
- Maintain job descriptions and ensure they are up to date.
- Provide regular reports to Senior Leadership on all recruitment updates at DCSP

Employee Relations & Culture

- Develop and administer employee communications, feedback, and professional development opportunities.
- Maintain employee handbook in compliance with appropriate human resource-related legislation.
- Review and investigate attendance issues as required.
- Be the point of contact for HR inquiries from employees

Training & Development

- Coordinate and maintain training database including relevant legal and safety requirements for each position.
- Maintain and monitor uniform distribution and other employee assets

Compensation & Benefits Administration

- Benefits coordination and maintenance for employees.
- Handle Workers Compensation files.

*The Downtown Community Safety Partnership is committed to Employment Equity.
Applicants should identify if they require accommodation during the competition process on a confidential basis.*

- Provide new employees with an explanation of benefits and instruct them on enrollment procedures.
- Resolve employee issues with insurance providers and other benefits administrators.
- Work closely with Finance & Payroll Administrator

General/Other

- Data entry, file maintenance, administrative duties, and recordkeeping.
- Support and participate in Health & Safety strategy including overall H&S compliance.
- Perform other duties as assigned.

QUALIFICATIONS

- Minimum 3 years of experience with Human Resources processes and administrative tasks.
- Post-secondary education is an asset.
- Enthusiastic support of the Mission, Vision, and Community Values of DCSP.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and be adept at learning and adapting to new technologies and software as required.
- Detail oriented, strong planning and organizational skills with proven ability to manage competing priorities.
- Able to demonstrate objectivity when dealing with challenging situations and changing work environments with ability to recognize personal biases and navigate effectively.
- Strong and effective communication skills (verbal and written).
- Ability to work in a dynamic environment with a flexible mindset, calm under pressure and with time-sensitive deadlines.
- Ability to foster effective working relationships.
- Proven ability to maintain sensitive and highly confidential information.
- Self-starter and keen to take on new opportunities and challenges, with a passion for continued learning.
- Previous experience in a non-profit organization and/or start-up environment an asset.

If you are passionate, compassionate, and driven to make a difference in your community, we invite you to apply to be a part of the DCSP's efforts to create a healthier, safer, and more connected downtown Winnipeg community.

To apply for this position, please email your resume and cover letter to dcsphr@dcsphr.ca by December 1st, 2023 with subject line – Human Resource Coordinator Application

We thank all that apply, however, only candidates selected for an interview will be contacted.