



HUMAN RESOURCES ADVISOR

ABOUT COOL AID

Homelessness touches many lives. Cool Aid staff are characterized by their compassion, professionalism, and commitment; our reputation and the quality of our services are due to the dedication of our staff. Working as part of the human and strategic resources team, supporting over 360 employees, you will be a key point of contact for staff.

All candidates please submit **cover letter and resume** in confidence to Melanie Fleming, 101-749 Pandora Avenue, Victoria, BC, V8W 1N9 or email mfleming@coolaid.org . **Please note, while we would like to connect with everyone interested in this position only applicants chosen for interviews will be contacted.**

Job Title: Human Resources Advisor	Vacancy Status: Permanent
Benefits: Eligible for employer paid benefits, including pension plan, medical service plan, health and dental plans. Three (3) weeks' vacation per annum, prorated depending on start date	Salary: \$57,824.00 - \$59,280.00
Program: Human and Strategic Resources	Work Location: 101-749 Pandora Avenue
Hours of Work: 40 hours per week	Days: Monday - Friday

Job Summary
 The Human Resource Advisor provides various HR/LR generalist supports and information to managers, supervisors and Cool Aid staff. This position's concentration includes recruitment, interviews, onboarding, benefit administration, and labour relations support.

The HRA is sensitive to employee relations and works within the Collective Agreement to complete duties relating to human resources and employee relations. In addition, the HRA generalist role includes guidance & advice, updating job descriptions, policy research and updates, employment correspondence, payroll changes, and other areas as needed.

- Help build the Cool Aid recruitment brand, attend job fairs, and research recruitment opportunities and approaches to expand our candidate reach
- Source, screen, and interview candidates, ensuring that the potential employee meets both job requirements and cultural fit
- Execute on hiring needs for various departments
- Manage the interview and feedback processes
- Effectively communicate the opportunity and value proposition
- Conduct investigations, recommend next steps in collaboration with manager
- Ensure compliance and communication of employment standards, legal requirements and advising on requirements
- Document human resources actions by completing forms, reports, logs, and records
- Maintain statistics, records, and prepare reports upon request

Education
 A degree or diploma related to human resources, CHRP is an asset.

Experience
 Minimum of five years as a human resources generalist in a unionized environment.

- Proven ability to establish and maintain effective working relationships
- 3+ years of full cycle recruitment experience
- 3+ years of experience working and communicating with managers directly throughout the recruitment process
- Experience recruiting within a similar sector would be preferred
- Excellent communication skills including the ability to deliver professional presentations, relay information clearly and write clear informative reports
- Experience working with (HRIMS) databases and tracking systems