

## Let's Talk Science Position Posting

**Position Title:** Coordinator, Human Resources

**Position Status:** Full-time, 14-month contract for parental leave coverage, eligible for benefits

**Location:** London, Ontario

**Closing Date:** Applications are encouraged by 11:59 pm ET on Tuesday February 16, 2021; however; the position will remain open until filled

### THE OPPORTUNITY

Let's Talk Science (LTS) is an award-winning, national charitable organization focused on education and outreach to support youth development. Through the creation and delivery of unique learning programs and services that engage children, youth and educators in science, technology, engineering and math (STEM), staff and volunteers support learning and skill development. Committed to inspiring and empowering Canadian youth to develop the skills they need to participate and thrive in an ever-changing world, LTS offers programs, resources and services that motivate all ages to fulfill their potential and prepare them for future careers and roles as citizens. LTS has excited, inspired and engaged more than 9 million children, youth, educators and volunteers in STEM since its inception.

We invite you to visit our website [www.letstalkscience.ca](http://www.letstalkscience.ca) to learn more about our organization. This position is based at our National Office in London, Ontario. Due to COVID we are offering temporary flexibility to work remotely from a home office.

### POSITION

The Coordinator, Human Resources provides support to the development, implementation and delivery of Human Resources initiatives, such as policy development and implementation, recruitment, orientation and training, payroll, compensation and benefits administration, and health and safety as directed. This position ensures that the organizations human resources needs are met, working collaboratively with the Human Resources team, all levels of management and employees.

### Responsibilities:

- Coordinate the organization's recruitment and selection processes; including job postings, resume reviews, interviewing, offer preparation, records retention and tracking the status of candidates and responding with follow-up at the end of the recruitment process
- Coordinate employee onboarding and off boarding, including entering data into HR information systems and ensuring a smooth transition into the organization
- Coordinate payroll, salary and benefits administration as required; including processing of new hires, changes and terminations
- Support the development and implementation of personnel procedures, policies and initiatives, key employee resources including providing guidance and interpretation
- Participate in development and maintenance of Human Resources objectives and systems to support organizational plans
- Prepare reports and metrics to support decision making and Human Resources activities
- Suggest new procedures and policies to continually improve efficiency of the HR department and the organization as a whole, and to improve employee experience
- Support and/or coordinate staff meetings and other staff events
- Help to ensure organizational compliance with policies, procedures and applicable regulations
- Organize, maintain, and coordinate accurate, up-to-date and fulsome Human Resource records and files in their proper locations; includes eliminating unnecessary or outdated materials, destroying them or transferring them to inactive storage according to file maintenance / legal guidelines
- Prepare and distribute formal communications and supporting materials to appropriate individuals across the organization

- Draft and send general forms, letters, reports and memos as necessary
- Assist in regular research and compliance initiatives regarding Human Resource issues
- Coordinate the staff recognition program, including birthdays, long service recognition, organizational departures and recognition of life events for staff (i.e. marriages, births, deaths of family members)
- Act as the secretary for the organization's Joint Health and Safety Committee (JHSC)
- Adhere to all applicable federal and provincial regulations and company policies
- Process Human Resources expenses in the organization's financial management system
- Other duties as requested/required that are within the scope of the position

### Requirements/Qualifications

- Post-secondary education in Human Resources or a related field with at least 3 years of HR related work experience supporting a broad range of human resources functions; an equivalent combination of education and work experience will be considered
- CHRP designation or actively working towards the designation preferred
- Demonstrated competency with technology and computer/software skills; Microsoft Office Suite (Word, Excel, PowerPoint) and a comfort with learning and using new technology
- Experience with use of a Human Resources Information System (HRIS) preferred
- Experience working on or implementing equity, diversity, inclusion and/or accessibility programs and initiatives an asset
- Bilingualism (English and French) an asset

### Skills and Abilities

- Works both independently and cooperatively in a team environment, while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic organization
- Ability to take initiative and perform requested tasks with minimal direction
- Ability to work well under pressure and meet deadlines, while maintaining accuracy and attention to detail
- Excellent organizational skills with ability to coordinate work on multiple projects
- Service-oriented with excellent interpersonal skills and ability to work with individuals at all levels of the organization
- Excellent written and verbal skills and comprehension
- Good memory, judgement, problem solving and analytical skills
- Ability to work outside of regular hours on occasion
- Strong morals and ethics, with an ability to maintain confidentiality and demonstrate tact, discretion, integrity and diplomacy

### Working Relationships

The Coordinator, Human Resources reports to the Manager, Human Resources and works closely with staff in the President's Office and Operations.

Interested candidates should submit their resume, cover letter (including salary expectations) as outlined below and quote "Coordinator, Human Resources" by 11:59 p.m. on **Tuesday February 16, 2021** to:

Shawna Agathos

Human Resources Generalist, Let's Talk Science

1510 Woodcock Street, Unit 12, London, ON N6H 5S1

Or via email: [hr@letstalkscience.ca](mailto:hr@letstalkscience.ca) (please submit all documents in one pdf file)

FAX: (519) 474-4085

*Let's Talk Science is committed to building a diverse workforce reflective of Canadian society and invite applications from all qualified individuals. Let's Talk Science is committed to employment equity and diversity in the workplace, and especially welcomes applications from members of racialized groups, Indigenous persons, persons with disabilities, and persons of any sexual orientation, gender identity or gender expression.*

*Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations to assist you with any aspect of the hiring process, please contact the Human Resources representative listed above to arrange reasonable and appropriate accommodation measures which will enable you to be assessed (or “to participate”) in a fair and equitable manner. While we appreciate all applications, only those invited for an interview will be acknowledged.*