

“Central, a large, ethnically diverse, multi-generational church in the heart of the Niagara Region, is hiring a Human Resources Coordinator to join our Operations department! We are currently in need of a dynamic, passionate and qualified individual to serve on our team to ensure all HR aspects for Central Community Church, Central Niagara & Community Crew are completed in a timely manner.

WHAT YOU WILL DO:

Staffing:

- Oversee and maintain all Staff contracts & files for CCC, CN & Comm Crew. Job descriptions, salary adjustments, vacation allotments, personnel files, employee information, CCB & HR Management system profiles etc.
- Oversee Hiring & Orientation process for CCC & CN. including, postings, interviews, onboarding and training.
- Onboarding Process: ensure the onboarding process and orientation of all new staff is completed and documented through our CCB tracking system
- Exit Process: ensure the proper exit process has been completed and recorded in CCB/Staff files. Handle termination related matters and prepare termination and severance letters
- Organize and implement yearly staff reviews in compliance with the Executive Team, be present at each review and document as required. File all reviews and documentation, follow up on any action steps. Complete by end of fiscal year (June – Aug)
- Work with accounting department on any required timesheets and payroll adjustments
- Conflict Resolution: Be available to all staff to listen to concerns and work to find solutions, either in a one on one situation or as a non-partial third party mediator

Policies & Procedures:

- Uphold and maintain all staff policies and procedures, including staff Handbooks, HR Calendar & Policy database. Draft new policies when required, submit for Exec/Board review.
- Oversee any legalities and correspondence as needed. Ensuring legal compliance with labour practices

Partnerships:

- Collaborate with HR Coordinator to ensure all HR roles and responsibilities are completed in a timely manner for all organizations
- Attend all staff and department meetings
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- Work with HR Coordinator & other Consultants when required
- Perform all other duties as assigned by your reporting manager



WHO YOU ARE:

- A person with a University degree/College degree/diploma in Human Resources Management or related discipline
- Have a minimum of 3 years' experience in Human Resources Management
- HR professional designation required
- A person that is Digitally aware, has a working knowledge of Office 365 including Word, Excel, Outlook, and PowerPoint
- Reliable, dependable, and have a strong work ethic
- Possess excellent interpersonal skills
- Are self-motivated and able to take initiative

WHY YOU WANT TO JOIN US:

- The ability to impact and transform lives
- Amazing team dynamic that is both highly motivated and passionate

WHAT YOU CAN EXPECT FROM US:

- A competitive salary range of \$35,000-\$50,000 per year including medical benefits
- Amazing facilities to foster unforgettable experiences
- Regular personal growth and leadership development opportunities
- The support of the entire staff

If you are interested in this position, please email your resume to adeoladipo@centralcc.ca

Only successful candidates will be contacted for an initial interview.

Please visit our website to learn more about us – www.centralcc.ca