Victoria Women In Need Community Cooperative (WIN) is a non-profit community service cooperative that provides programs to support women, trans, non-binary, and Two-Spirit people along their journey between crisis, self-sufficiency, and wellness. We run 3 resale shop locations, as well as an online shop, which helps us to be self-sustaining in providing our programs. If you are someone who wants to make a positive difference in your community, is committed to the environment and reducing waste, is proactive, and wants to grow and develop with the organization – then this is the job for you. The successful candidate will become part of a diverse team of dedicated people who work hard, are committed to a shared set of core values, and also enjoy their work.

Reporting to the Executive Director, the duties of the Human Resources Coordinator/ Executive Assistant will include:

**Human Resources Coordination:**
- Serve as the primary point of contact for all staff-related human resource questions
- Coordinate recruitment activities including posting job positions both internally and externally, screening candidates and conducting initial interviews, coordinating follow up interviews, checking references, and responding to candidate inquiries
- Partner and network with the community to expand recruitment opportunities
- Provide orientation/onboarding for staff and volunteers, and conduct exit interviews
- Maintain HRIS system-Dayforce, keeps accurate payroll records, and enters bi-weekly payroll information for approval by the Executive Director
- Administer employee benefits including enrolments, removals, and updates, and acts as a resource to staff regarding benefit information
- Coordinate health and safety administration and follow up with managers, employees, and health and safety committee to ensure that all paperwork related to first aid, incidents, and injuries are completed and received on a timely basis. Ensure that reports and claims are filed accurately and on time with WorksafeBC
- Coordinate the performance appraisal system and ensure that all paperwork is received on time. Provide support to employees, volunteers, and supervisors regarding performance issues as delegated
- Update job descriptions, human resource procedures and policies, and health and safety policies in coordination with the Executive Director
- Prepare human resource letters and contracts for signature by the Executive Director,
- Track and coordinate recognition related to important dates
- Actively promote a caring, empowering, supportive, diverse, and healthy work environment within WIN
- Work on human resource-related projects as delegated by the Executive Director

**Executive Assistant:**
- Provide day to day administrative support for the Executive Director
- Handle communications with integrity and confidentiality and ensures that the Executive Director is kept informed of all pertinent information in a timely manner
- Ensure that all routine administrative paperwork is followed up on appropriately and prepares correspondence for signature by the Executive Director as needed
- Coordinate the distribution of payroll, procedures, and other written materials
- Maintain comprehensive and accurate corporate records and the filing system, as well as a contact database
- Assist in coordinating operational matters including scheduling maintenance, ordering supplies, researching health and safety information, and preparing reports as needed
- Organize staff meetings, board meetings, and committee meetings (virtually or in-person)
- Maintain all procedure and training manuals in consultation with the Executive Director
- Maintain the security and confidentiality of all sensitive operational information
- Take committee minutes, and follow up on action items from the various committees as delegated by the Executive Director (Environment, Health and Safety, Diversity & Inclusion, Employee Wellness)
- Ensure that health and safety protocols related to COVID-19 are maintained in the office environment at all times.

**Skills and Experience required:**
- Minimum of 2-3 years of experience in human resources with a generalist focus
- College or University education in human resources, ideally working towards obtaining CPHR,
- Training in the administration of payroll and benefits, including processing payroll
- Proficiency with various computer software, including Office 365 and Teams, HRIS-Dayforce, Ceridian payroll-Powerpay
- Strong administrative and time management abilities including problem-solving and decision-making skills
- Ability to treat confidential information appropriately and to ensure that the correct information gets to the correct person on time and in a professional manner
- An excellent aptitude for delivering clear information
- Strong judgment with an ability to discern what issues need to be escalated to the Executive Director's attention
- Computer literacy (word processing, spreadsheets, database, email), including Microsoft 365 and Microsoft Teams
- Good knowledge of all legislation relating to human resource practice
- Strong planning and organizational skills, with the ability to manage multiple priorities and conflicting deadlines in an environment that may include frequent interruptions
- Understanding of thrift stores, social enterprises, cooperatives, and non-profit organizations is an asset,
- Ability to remain calm in crises
- Excellent communicator with an interpersonal style that fosters collaborative relationships with a diverse group of people and a positive and cooperative work environment

**Location:** This role will be located on site at our Administration office at 785 Pandora Ave.
**Hours:** 35-40 hours per week

WIN actively encourages applications from members of groups with historical and/or current barriers to equity, including, but not limited to, persons who identify as women, members of groups that commonly experience discrimination due to race, ancestry, colour, religion, and/or spiritual beliefs or place of origin, Indigenous peoples, persons with visible and invisible disabilities, LGBQ+persons, Trans and gender variant persons and others with the skills and abilities and knowledge to engage productively with diverse communities.

Please send your cover letter and resume by email to employment@womeninneed.ca.

Only candidates chosen for interviews will be contacted.