



## **Employment Position: Employee Engagement Coordinator with 4-H Ontario**

Reports To: Human Resources Specialist

Are you ready to partner with an organization with a long & rich history helping youth all across the province? 4-H started out forming clubs for kids with a focus on agriculture back in 1901 and over the years has evolved to offer programs and clubs that help kids develop life & leadership skills, participate in clubs that align with common interests and teach them new skills.

We are looking for someone to join us as a part-time HR generalist. While considering if you're a good fit for the role; consider the following factors:

- This role may be perfect for someone already having an HR background, but looking for part-time to juggle work-life balance
- This role may be perfect for someone who is just starting out in HR because it comes with several mentoring opportunities to take on higher level activities and/or work on projects from ground level up.
- This role may be perfect because you want to work with an organization that makes a difference
- This role has flexibility in several ways, first your schedule of 15 hrs/week could be split into 2 days/week or 4 half days/week
- This role has possibility of adding more hours if that's what you're looking for, as long as you're willing to consider a split role in Finance, or another part of the company. If not, we can always look at hiring someone else to fill those roles as they come up!

### **Part-Time**

### **Position Summary**

This two (2) day per week part-time position needs someone who has exceptional people skills, comfortable with saying what needs to be said, but always considering a professional approach. Should others come to you with a problem or conflict, your role would be to train & mentor them in how to build the skills, experience & confidence needed for staff to go back and work through ways to solve problems & conflict in a positive/constructive way.

A secondary nature to the role is to be accountable for HR policies, benefits, back up to payroll and responsible for all related Human Resources administration. This position requires versatility to be a "jack of all trades" and with mentoring has capacity to grow into a more senior role.

The Employee Engagement Coordinator reports to the HR Specialist.

Decision Areas (18% of time required)

- With the help of the HR specialist; Preparing, updating and recommendation of human resource policies and procedures, manages templates to be used for consistency
  - May be the lead or back up for Payroll processing and all payroll reporting and legislation updates
  - Organizes the yearly staff performance process and timelines
- Administrative Oversight (60% of time required)
- Prepare, post and manage job postings
  - Assist staff with dealing with the Conflict Resolution process, mentoring and training them to utilize each step effectively
  - Participate in the recruiting and selection of new employees with managers

- Provide the HR component of the orientation process to new employees
- Works with the HR specialist to maintain and update job descriptions for all positions
- Administration of Employee Benefits
- Maintains employee benefits and informs employees of any changes in the program
- Maintenance of all current employee HR files
- May be the lead or back up, for completion of WSIB/payroll balancing/benefits/T4 processes for payroll
- Documentation and reporting AODA training
- Documentation and maintenance of all personnel forms e.g. vacations, attendance, training, compensation.
- With consultation from the HR Specialist, assist managers in performance and disciplinary matters.
- Research, recommend and organize employee training
- Participate in employee committees e.g. Culture Discovery, all staff conferences, Lunch & Learn
- Consultation (10% of time required)
- Regular contact with the HR Specialist, Executive Director, Leadership Team and staff
- File Management (10% of time required)
- Ensure any file storage both electronic and hard copy are operating at the best practice level
- Other (2% of time required)
- Other related duties, as require

## **NATURE OF WORK**

### Reporting Requirements

- This role reports to the HR Specialist while collaborating regularly with other members of the Leadership Team as needed
- Works with all staff positions within 4-H Ontario as required

### People Contact

- Consultation with internal and external stakeholders

### Physical Demands

- Extended periods of sitting to accommodate meetings, producing documents
- Extended hours periodically to meet deadlines

### Job Specifications

- Post-secondary education, college or university level in HR Management/Finance, or previous human resources experience
- Knowledge of payroll & benefit processing is an asset
- Sound knowledge of legislations, laws, standards relating to human resources & payroll
- Excellent oral & written communication skills
- Strong organizational skills and professional demeanor
- Enthusiastic, self-motivated and committed to excellence
- Working knowledge of 4-H Ontario is preferred
- Mediation/conflict resolution skills

- Able to manage multiple task/priorities, using strong organizational skills to effectively juggle workload and meet deadlines
- Willingness to learn, take constructive criticism well and motivated to grow into roles with higher responsibility within the organization

Who's right for this job?

- Someone who is passionate for HR and takes a positive approach to problem solving.
  - Someone who is able to mediate and communicate effectively and utilize said skills to help others to do the same
  - Someone who possesses the education, experience or, inner core competencies required to be successful in the role, or perhaps a combination of each
  - Someone who is able to retain objectivity required to balance both employee & business needs as they relate to employment legislation, ethics and fair/consistent practices.
  - Someone with the willingness to learn and grow as the company evolves forcing updates to HR best practices
  - Someone who can work independently and is self-motivated
  - Someone who recognizes that HR is a field that is also constantly changing & evolving, requiring the HR professional to seek out involvement in other learning opportunities such as: HRPA events, webinars and seminars, lunch & learns, annual HR conference etc.
- Apply by sending your cover letter & resume through this site, alternatively; if you have any difficulties applying via this method, contact our main office in Rockwood for assistance.

Also Please check out our website to learn more about us as an organization <http://www.4-hontario.ca/> It's always a good idea to see if you feel we are a good fit for you, just like we're trying to determine how you'd align with our company's mission, vision & values!

4-H prohibits discrimination based on race, color, religion, gender, national origin, age, disability, veteran status, marital status, pregnancy, gender expression or identity, sexual orientation or any other legally protected status.

If you require an accommodation as part of the selection process, please let us know and we will partner with you to find something that works.

Job Type: Part-time

**Apply to:** Jeremy Bojarski, HR Specialist  
**Email:** [hr@4-hontario.ca](mailto:hr@4-hontario.ca)

Applications will be accepted by email, closing 4:30pm on Wednesday October 10th, 2018.

*4-H Ontario is an equal opportunity employer and welcomes diversity of applicants. We thank you in advance for your application and only those selected for an interview will be contacted.*