

GRANT MEMORIAL BAPTIST CHURCH INC.

877 Wilkes Ave Winnipeg, MB R3P 1B8

Job Description

Job Title: **Human Resources Coordinator**

Report To: Executive Pastor

Date: March 2018

Job Summary:

Reporting to the Executive Pastor this position is responsible for providing support for a wide variety of human resources activities, including responsibility for full-cycle recruitment, employee orientation, training and development, and the administration of other HR functions, while building continuous improvements to all processes.

Time Requirements: 28 hours per week

General office hours are 8:30 to 4:30 Monday to Friday, alternative working hours will be required periodically to meet the requirements of the position.

Responsibilities:

Onboarding / Offboarding

- Develop effective recruitment strategies, utilizing Web-based employment tools.
- Full cycle recruitment, including but not limited to:
 - Updating job postings as needed on appropriate venues (i.e., Local JobShop, company website, various social media outlets, etc.).
 - Conducting phone interviews to determine if an in-person interview is appropriate.
 - In-person interviewing with the appropriate department leader.
 - Reference checking to provide perspective on whether to proceed with an offer of employment for prospective candidates.
- Create, write and maintain accurate job descriptions.
- Develop offers of employment.
- Create and update interview packages.
- Ensure all required employment documentation is obtained including Criminal Record Check, Plan to Protect, Drivers Abstract, where applicable.
- Schedule and provide organizational orientation to new staff; ensure the organizational orientation is accurate and reflects any updates to Grant Memorial Baptist Church policy and/or procedure.

Employee Relations:

- Ensure that accurate job descriptions are in place.
- Provide advice and assistance when conducting staff performance evaluations.
- Identify training and development opportunities.
- Provide basic counseling to staff that have performance related obstacles.
- Ensure that the organization is compliant with Employment Standards and Human Rights legislation in Manitoba in their policy development and employment practices.

- Attend Career Fairs, as well as other opportunities to educate others about GMBC in a respectful and professional manner.
- Act as a resource to the organization regarding GMBC policies and procedures.
- Contribute, support and exemplify a healthy culture.

Health and Safety:

- Participate as a committee members.
- Provide support and resources to the committee.
- Ensure First Aid staff have appropriate training and oversee training upgrades/needs.

Qualifications:

Knowledge, skills and abilities

- Completion of Post-Secondary education in Human Resources.
- Minimum 3-4 years of experience in an Operational Human Resources role.
- Effective verbal and written communication skills, with the ability to be sensitive and provide due diligence in handling difficult or delicate situations.
- Strong organizational, multi-tasking, decision making, and time management skills.
- Experience with HRIS software.
- A self-starter with the ability to take initiative and work independently.
- Demonstrated proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Knowledge of Provincial Labour laws, the Worker's Compensation Board, Manitoba Workplace Safety and Health, current issues in Human Resources, and best industry practices.
- Knowledge of Manitoba Labour laws and Occupational Health and Safety is considered an asset.
- Current Criminal Record check or be will to obtain one.

Personal Characteristics

Relationships: Maintain positive working relationships with others, both internally and externally.

Communication: Excellent oral and written communication skills.

Needs Assessment: Anticipate, understand, and respond to the needs of members and other clients to meet or exceed their expectations.

Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions to enhance organizational effectiveness; ability to undertake self-directed tasks when necessary.

Organization: Excellent time management skills; attention to detail; the capacity to prioritize by assessing situations to determine urgency; ability to develop a work schedule, set goals, create / implement actions plans and monitor progress towards goals; and ability to make clear, timely decisions.

Education:

- Post-Secondary degree or certificate/diploma related to Human Resources

Staff at Grant Memorial Baptist Church/Linden Christian School exemplify:

- A sincere love for the Lord evidenced by lifestyle
- Regular attendance at weekly services
- Commitment to a small group
- Faithfulness in tithing
- Adherence to Doctrinal Statement of Faith, Core Beliefs & Lifestyle Commitment

Other:

- Attend weekly staff prayer meetings and general staff meetings
- Be available for other areas to support the successful ministry of the school and church
- Be able to interact with others and demonstrate the values of GMBC/LCS
- Be available as opportunity arises to share faith, Bible scriptures and principles based on the Statement of Faith, Core Beliefs and Lifestyle Commitment, to pray with individuals and to actively communicate a belief in the Lord Jesus Christ.

Disclaimer:

- The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To Apply:

Please send the following attachments to humanresources@grantmemorial.mb.ca,
Attn: Human Resources.

1. Resume
2. Cover letter
3. One pastoral reference
4. Please use 'GMBC Human Resources Coordinator' in the subject line of the email.

The applicants following the above requirements will be considered for this position.

Closing date: When position filled.