

Calgary Humane Society is a dynamic, non-profit organization whose vision is to use innovative strategies to lead, inspire, and educate in the humane treatment of companion animals, fostering an enlightened community which consistently demonstrates respect and compassion for animals.

Our mission statement is to help as many animals as we can.

As an organization, CHS values compassion, teamwork, respect, innovation, integrity and commitment.

Position Title:

HUMAN RESOURCES ADMINISTRATOR - TEMPORARY FULL-TIME

- **Monday to Friday; 9:00 a.m. – 5:00 p.m.**
- **Position Duration: 8 weeks**

Reporting to the Senior Manager of Human Resources, the Human Resources Administrator is responsible for providing administrative support for the day-to-day operations of the human resources department, specifically in the functional areas of Human Resources records management and recruitment. The ideal candidate is someone who thrives in a fast-paced environment, is passionate about helping people and animals, and whose personal values align with CHS' culture, mission, vision, and organizational values.

Duties:

- Provide administrative support to Human Resources programs, procedures, and guidelines to help align with the strategic goals of Calgary Humane Society.
- Provide support in areas of recruitment and records management.
- Maintain HR forms and ensure these are readily available for employee use.
- Keep employee records up to date by maintaining personnel files (paper and electronic) and in compliance with applicable legal requirements.
- Assist the Human Resources Coordinator with special projects, creation of HR process manuals, etc.
- Conduct interviews and reference checks of identified candidates.
- Assist in the preparation of welcome packages and conduct the onboarding and orientation of new employees.
- Other duties assigned.

This position is being funded by Canada Summer Jobs (CSJ) which provides wage subsidies to employers to create quality summer work experiences for young people aged 15 to 30 years. To be considered for this position, you must meet Calgary Humane Society's position requirements as well as the requirements set out by CSJ as follows:

CSJ Requirements:

- Be between the ages of 15 and 30 years old of age at the beginning of the employment period;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of employment; and;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Position Requirements:

- CHS is a COVID-19 safe workplace. With limited exceptions, CHS requires all employment applicants provide proof of fully vaccinated status in accordance with current guidelines. CHS also complies with all in-force Alberta Health Services directives regarding COVID-19 safety.
- High School Diploma.
- Working towards a university degree in Human Resources or a related field or an appropriate combination of education and experience.
- Knowledge of HR administration processes an asset.
- Minimum one-year experience in administration and/or customer service preferred.
- Ability to multi-task and prioritize and strong organizational skills and a proven ability to work under pressure and meet deadlines in a fast-paced environment.
- Interpersonal and relationship-building skills; able to handle requests in a professional manner.
- Excellent follow-up and problem-solving skills, with the ability to identify and resolve problems in a timely manner.
- Precision, accuracy, and high attention to detail in all aspects of work.
- Ability to gather and analyze information skillfully, and make intuitive decisions.
- Exceptional communication skills with ability to share information with others in a tactful and diplomatic manner while maintaining strict confidentiality.
- Ability to work effectively independently as well as with a team.
- Intermediate to advanced knowledge of Microsoft Office including Word, Excel, Outlook, and PowerPoint.
- Successful candidate will be required to provide a criminal record check at their own expense to be arranged by CHS.
- Physically capable of and comfortable working with, and handling a variety of species including but not limited to: cats, dogs, rabbits, birds, and reptiles.

Closing date: Posting will remain open until a suitable candidate is found

Please apply in confidence referencing the job position you are applying for to
careers@calgaryhumane.ca

We thank all applicants for their interest; however only those selected for an interview will be contacted. No phone calls or emails please.