

JOB PROFILE

HR GENERALIST – 3-MONTH CONTRACT

Working Hours:	0.6 FTE
Location:	Langley Senior Resources Society – Recreation Centre 20605 51B Avenue, Langley BC
Wage / Salary:	\$30.00 per hour
Benefits:	none
Conditions of Employment:	Complete satisfactory Criminal Record Check
Reports to:	Executive Director
Direct Reports:	none

About Us

Since 1982, the Langley Senior Resources Society (LSRS) has provided social, recreational, and educational programs as well as nutritious food, health, and supportive services for adults 50 years of age and older in the City of Langley and the Township of Langley. LSRS is an independent, non-profit, charitable organization with 55+ staff and 180 volunteers that deliver over 40 programs, services, and events every year.

Summary of Role

The HR Generalist is responsible for providing comprehensive human resources leadership across the organization. This part-time role involves managing recruitment and onboarding processes, maintaining personnel records, supporting performance management include conflict resolution, managing employee benefits program, coordinating training and development initiatives, and ensuring compliance with employment legislation, organizational policies, and the Strategic Plan.

KEY DUTIES & RESPONSIBILITIES

Recruitment and Onboarding

- Coordinate full-cycle recruitment processes, including job posting development, applicant screening, interview scheduling, reference checks, employment contracts.
- Develop and maintain onboarding procedures and ensure orientation experience effectively integrates new employees into the organization.
- Conduct new employee orientations and manage the onboarding process to ensure understanding of organizational policies, procedures, processes, and culture.

- Prepare employment offer letters and employment contracts, procedures, and benefits.
- Develop and maintain job descriptions in collaboration with Executive Director and Managers.
- Support organizational efforts to attract and retain diverse talent.

Employee Relations and Engagement

- Promote a positive organizational culture aligned with LSRS values.
- Act as a trusted resource for the Executive Director, Managers, and employees on HR matters and workplace concerns.
- Support the resolution of employee relations issues with professionalism and discretion.
- Maintain and update the LSRS Employee Handbook as needed.
- Contribute to the development and implementation of employee engagement initiatives.
- Assist in the development and coordination of staff recognition programs, including birthdays and work anniversaries.
- Support the implementation of internal communication strategies.

HR Administration and Records Management

- Maintain accurate and confidential employee records and HR documentation.
- Ensure all personnel files are complete, up-to-date, and securely stored.
- Process HR-related documents, including employment verifications and record updates.
- Administer and maintain HR tracking systems.
- Manage benefits administration processes, including enrollments, changes, Terminations, and staff presentations.
- Track vacation, sick time, and other leaves of absence.
- Prepare HR-related reports and analyses as needed.

Performance Management and Development

- Create and support managers in implementing the performance review process.
- Coordinate and track completion of performance evaluations.
- Assist in identifying employee training needs and development opportunities.
- Coordinate internal and external training programs.
- Maintain records of employee certifications, professional development, and training completion.
- Support succession planning initiatives.

Policy Development and Compliance

- Assist in developing, updating, and implementing HR policies and procedures.
- Ensure organizational compliance with employment legislation and regulations.
- Maintain knowledge of current employment laws and best practices.
- Support the implementation of health and safety policies and procedures.
- Assist with workplace investigations as needed.
- Prepare and submit required government reports and filings.

HR Projects and Initiatives

- Contribute to the planning and implementation of special HR projects such as compensation survey.
- Support organizational change management initiatives.
- Conduct research on HR trends, best practices, and innovative approaches.
- Develop and update HR-related forms, templates, and resources.
- Assist in the implementation of diversity, equity, and inclusion initiatives.
- Support organizational strategic planning related to human resources.

OTHER DUTIES

- Participate in organizational committees and working groups as appropriate.
- Maintain professional networks and relationships with external HR resources.
- Stay current on non-profit sector HR trends and challenges.
- Perform other duties as assigned by the Executive Director.

QUALIFICATIONS

- Minimum 5 years of experience in human resources, preferably in a non-profit or social services setting.
- Post-secondary education in Human Resources Management, Business Administration, or related field.
- CHRP/CHRL designation or actively working toward certification is an asset.
- Specialized training in employment law, recruitment, performance management, or other HR disciplines is beneficial.
- A solid understanding of BC Employment Standards, WorkSafe BC, and HR best practices.

REQUIRED EXPERIENCE AND SKILLS

- Experience with full-cycle recruitment and onboarding processes.
- Training and experience in conflict resolution and mediation, including Bullying and Harassment training.
- Experience with employee benefits administration and HRIS systems
- HR policy development, implementation and interpretation.

- Ability to give and receive constructive feedback
- Ability to remain calm and clear in stressful situations.
- A positive team player who thrives in a cooperative, collaborative environment
- Superior verbal and written communication skills, ability to understand and synthesize complex ideas, and confidently interact with different audiences.
- A careful and perceptive listener with an empathetic understanding of employees' needs and interests.
- Self-motivated, organized, systematic and able to prioritize, schedule and perform complex tasks on time and with minimal supervision.
- Demonstrate analytical skills with attention to detail and a high level of accuracy.
- Proficient with Microsoft Office (Outlook, Word, Excel, PowerPoint, and MS Teams)
- Resourceful, innovative, optimistic, and flexible to embrace new opportunities and the evolving needs of a growing organization.
- Ability to work effectively independently while managing a part-time schedule.

CONDITIONS OF EMPLOYMENT

- Must be fully vaccinated against Covid 19 (proof is required)

Thank you for your interest in the HR Generalist – 3 month contract role. Our internal vetting process will result in the top 5 applicants being contacted for an interview. If you do not receive further communication from us, it means there are other applicants in better alignment to our needs. Be on the look out for future career opportunities with us. We wish you success in your job seeking journey.