45 Ellis Ave.
Hamilton, ON L8H 4L8
905-549-2814

People and Culture Coordinator
(Full Time)

Competition # 26-01 PPLCULCORD

Every shift at BGC Hamilton-Halton has the power to shape a future, both for a child and for you.

As a leading provider of quality programs for children and youth, we offer experiences that are affordable and accessible, with a focus on learning and skill development. We are proud of our history of leveling the playing field and providing opportunities for young people to discover, develop, and achieve their full potential by supporting their healthy physical, educational, and social development.

At BGC Hamilton-Halton, your day-to-day efforts spark lifelong impact. We're looking for caring, committed individuals ready to step into meaningful roles that make a difference—for kids, and for themselves.

Key Responsibilities:

- Facilitate and coordinate HR administration, processes, and initiatives across all departments, including but not limited to: onboarding, training and development, records management and health & safety support
- Provide daily support to Leadership and staff related to Human Resources administration
- Work collaboratively with program supervisors to ensure organizational and departmental strategies are met and supported
- Data entry, tracking, assisting with job postings, and management of employee files
- Manage new hire paperwork, orientation, and training
- Maintain employee records, process lifecycle changes
- Support training programs by tracking compliance
- Maintain accurate and up-to-date employee records and filing systems
- Create employment letters, status change letters and other employment-related correspondence
- Assist with performance management processes
- Assist with providing guidance on HR policies and support employee inquiries
- Ensure confidentiality of employee records and sensitive HR information
- Provide timely updates to the Director, People & Culture on HR and workforce issues
- Assist with HR-related communications to staff and managers
- Work in compliance with occupational health and safety practices, policies, and legislation
- Demonstrate commitment to BGC Hamilton-Halton's Mission, Vision and Core Values
- Other duties as assigned

Ready to take the shift that shapes futures?

The ideal candidate will have:

- Post-secondary education and training in Human Resources; working towards or completion of CHRP designation an asset
- Minimum two years' experience
- Experience working with HRIS system, ADP, Excel
- Excellent written and verbal communication
- Detail oriented and strong interpersonal skills
- Experience in not-for-profit sector would be an asset
- A clear police Vulnerable Sector check
- A valid First Aid/ CPR level C (Red Cross preferred)

Starting Salary Range: $55,000 - $65,000 annually

Apply today and make your shift count!

To apply please submit your cover letter and resume to:
brenda.airdrie@bgchh.com

BGC Hamilton-Halton is committed to providing an inclusive workplace that embraces diversity and values differences. We encourage applications from all equity diverse candidates. Please indicate if you require assistance and/or accommodation with the application process. Only those selected for an interview will be contacted.

To learn more about BGC Hamilton-Halton please visit www.bgchh.com