



Airdrie Christian Academy

Whatever you do, do it all for the glory of God.
1 Corinthians 10:31

Mission: "We are called by Jesus Christ to advance God's Kingdom by educating and training His children to personally know, love and serve Him."

Job Posting

Human Resources Coordinator (Generalist) - 0.60 FTE

Are you a passionate and skilled HR professional looking to make a meaningful impact? Airdrie Christian Academy (ACA) is seeking a dedicated Human Resources Coordinator to join our dynamic team.

In this pivotal role, you will oversee the full HR lifecycle at ACA, ensuring smooth and effective management of all HR functions.

Qualifications

- Diploma or Degree in Human Resources, Business Administration, or related field.
- 5+ years of experience in Human Resource Management.
- 3-5 years of experience in Payroll Processing.
- Proven track record in Human Resources.
- Proficient in Human Resource law and processes.
- Strong attention to detail and accuracy, with the ability to maintain confidentiality regarding sensitive information.
- Excellent Communication skills.
- Alignment with the school's mission and vision.

Regular Responsibilities

Recruitment and Hiring:

- Design and implement effective recruitment strategies.
- Post job openings, screen applications, and coordinate and attend interviews.
- Facilitate hiring decisions, conduct background checks, and manage employment offers.

Onboarding and Orientation:

- Plan and execute comprehensive onboarding programs for new employees.
- Prepare necessary documentation and facilitate orientation sessions.
- Ensure new hires are aligned with organizational policies and culture.

Employee Relations:

- Act as the primary point of contact for employee inquiries, concerns, and issues.
- Mediate conflicts as they arise, and ensure proper HR process and ACA policies and procedures are followed.
- Ensure compliance with policies and maintain confidentiality in sensitive matters.

Performance Management:

- Develop and manage employee performance review processes.
- Provide guidance to managers on setting objectives and delivering feedback.
- Support career development initiatives and training programs.

Payroll and Benefits Administration:

- Oversee payroll processes, ensuring accuracy and compliance with deadlines.
- Administer employee benefits programs, including enrollments and renewals.
- Review employee benefits programs.
- Assist employees with payroll and benefits-related questions.

Policy and Compliance Management:

- Create, update, and enforce HR policies and procedures.
- Ensure adherence to labor laws, employment standards, and organizational policies.
- Conduct regular audits to ensure compliance and mitigate risks.

HR Administration:

- Maintain accurate employee records and manage HR systems.
- Support management with strategic planning and organizational development.
- WCB and Health and Safety initiatives

Other Duties:

- Participate in organizational planning and events as needed.
- Stay informed on HR best practices and trends to recommend improvements.

Professional Responsibilities

- Engage in professional development opportunities for personal growth.
- Seek counsel for continuous professional improvement.
- Attend and participate in scheduled meetings, including staff meetings.

Accountability

- The Human Resources Coordinator will report directly to the Head of School.
- The Human Resources Coordinator will be evaluated annually by the Head of School.

This position comes with compensation of \$33,000 - \$39,000 (0.60 FTE), with the possibility of increasing the FTE in the future.

Posting closes on Friday, December 20, 2024.

Application Process

If you are passionate about people and human resources and are committed to our mission and vision, we invite you to apply through our website: <https://www.airdriechristian.com/careers.html>