



Title: Human Resources Coordinator

Job Status: Full Time, Permanent

Hours of Work: 40 Hours/Week

Job Region: All Blue Door locations (Hybrid)

Salary: \$50,000 - \$55,000

Blue Door is a not-for-profit registered charitable agency governed by a volunteer Board of Directors. We have been an integral part of our community providing essential emergency shelter services since 1982. Blue Door's mission is to support people who are at risk of or experiencing homelessness to attain and retain affordable housing.

Job Summary

The HR Coordinator provides essential administrative support to the Human Resources department, focusing on training coordination, benefits administration, HRIS maintenance, and general HR operations. This role serves as a first point of contact for employee inquiries while maintaining accurate HR records and supporting company-wide HR initiatives. The ideal candidate demonstrates strong organizational abilities, maintains confidentiality, and contributes to creating a positive employee experience through efficient coordination of HR processes and services.

Responsibilities

Training and Development

- Coordinate logistics for employee training sessions, including scheduling, venue bookings, and managing refreshments
- Distribute training materials and collect participant feedback
- Track employee training completion and maintain accurate records
- Assist with on-site training events by providing administrative support, including attendance tracking and liaising with facilitators
- Send training reminders and follow-up communications
- Conduct training and benefit portions of new hire orientations and provide coverage support for other portions as needed

Benefits Administration

- Process employee benefit enrollments, changes, and terminations
- Answer employee questions with respect to benefit options and work alongside HR Manager for support with more complex inquiries.
- Maintain accurate benefits records and documentation
- Conduct benefit orientation for new hires
- Track benefit eligibility statuses and notify employees of enrollment periods including but not limited to health, dental and RRSP

HRIS Management

- Enter and update employee information in the HRIS (ADP) system
- Run standard reports from the HRIS as requested by HR and program managers
- Audit HRIS data regularly to ensure accuracy and completeness
- Support managers and employees with basic HRIS navigation questions
- Research and identify additional program implementation opportunities to streamline HR processes

General HR Administration

- Assist with onboarding and offboarding processes
- Maintain confidential employee files and HR documentation
- Respond to basic internal and external HR inquiries and direct complex questions to appropriate HR staff
- Support recruitment activities as needed, such as interview scheduling
- Prepare and distribute HR communications
- Assist with company events and recognition programs
- Support managers with the Performance Appraisal process and track completion
- Supports with coordinating annual review of HR policies, revisions and updates
- Other duties as assigned

Respect and Professionalism

- Maintain professionalism in the workplace.
- Working cooperatively alongside and supporting all Blue Door team members and departments.
- Adherence to the mission, vision, policies, and procedures of the agency.
- Able and willing to promote harm reduction practices in accordance with core standards.
- Attend internal staff meetings and staff training as required.
- Maintain the confidentiality of all client and agency information.
- Utilizes effective conflict resolution skills in accordance with (Crisis Prevention Intervention (CPI) training.
- Fosters positive and appropriate relationships with clients, colleagues, community partners and volunteers.
- Provides referrals and follow-up as necessary.
- Meets with manager on a regular basis and participates in completion of annual performance evaluation.

Occupational Health & Safety

- All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others.
- All employees shall learn and understand health and safety policies and procedures and will comply with them.

Qualifications:

- A minimum of one (1) year of human resources related experience
- Diploma in Human Resources or related studies
- CHRP designation is considered an asset
- Experience coordinating and administering HR related programs and policies
- Experience in non-profit sector is considered an asset
- Familiar with the Human Rights Code, Employment Standards Act, other employment legislation, HR principles and practices
- The ability to work well independently and collaborate with team members
- Demonstrated strong organizational and written communication skills
- Ability to manage workload, time and prioritize multiple tasks
- Proven effective interpersonal skills
- Proficient in Microsoft Office including Teams, Excel, Word
- Experience with HRIS system, specifically ADP
- Vulnerable Sector Screening – police check
- Valid Driver's license, reliable vehicle and insurance. Ability to travel throughout York and Durham Region.

Blue Door is committed to the development of staff and leadership team that reflects the incredible diversity of the communities we serve. We promote the principles of intersectional anti-racism and anti-oppression and adhere to the tenets of the Ontario Human Rights Code. We both welcome and encourage applications from members of groups with historical and/or current barriers to access and equity, including Indigenous, Black and racialized people, members of 2SLGBTQIA+ communities, people with disabilities, and people with lived experience of homelessness. Blue Door is a unionized work environment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Blue Doors AODA Policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

All applications will be reviewed as received, and interviews will begin for qualified candidates as soon as possible. The position may be filled before this job posting ends. Only candidates selected for an interview will be contacted. Please submit a cover letter and resume to hr@bluedoor.ca