



HR SPECIALIST - RECRUITMENT, ONBOARDING & RETENTION

Role Overview

Are you an experienced HR professional with an expertise in supporting positive organizational culture? Are you looking for an opportunity to gain valuable skills in leading HR efforts in a non-profit environment? If so, the HR Specialist role is for you.

The HR Specialist will bring a people-centered approach to engaging employees and supporting them through their lifecycle with JFS. Reporting to the Director of Operations, the HR Specialist will play an integral role in maximizing the JFS mission and vision by supporting the social, physical and emotional wellness of our professional team.

What You Will Do

Recruitment & Hiring

- Manage the recruitment and hiring process
- Identify and implement efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization

Onboarding

- Initiate and support the creation of onboarding plans for successful candidates
- Take the lead on ensuring successful integration of all new employees

Retention

- Develop and implement strategies and activities to support staff retention
- Facilitate employee engagement and connection opportunities
- Administer the JFS employee benefits programs

What You Will Bring to the Job

- A completed post-secondary diploma, degree or certificate in Human Resources
- Minimum of three years in an HR role; non-profit experience an asset
- Familiarity with laws, regulations, and best practices applicable to hiring and recruitment; including BC Employment Standards
- A people-centred philosophy and approach to HR
- A positive attitude and adaptability in a fast-paced environment
- Ability to take ownership of projects, eager to offer insights and opinions
- Excellent judgment with demonstrated analytical skills and the ability to think critically
- Proven attention to detail with strong organizational and multitasking ability
- Demonstrated ability to maintain confidentiality
- Familiarity with ADP Workforce Now an asset; proficiency with MS Office Suite



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What You Will Receive

- Competitive salary in the non-profit marketplace. The salary range for this role is \$55,000-\$60,000 for a full-time position; 35 hours per week
- JFS offers a competitive benefits package including generous paid time off, paid sick days, paid health and dental benefits, and RRSP matching and hybrid remote work environment
- An opportunity to hone your skills and gain valuable HR experience
- A chance to contribute in a meaningful way to making a difference in the lives of our clients and community

What We Do

Lives uplifted, a world repaired. In pursuit of our mission to support the social, physical and emotional wellness of all people, JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for over 80 years. Join us to make a meaningful impact by proactively addressing challenges, embracing change, and uplifting lives.

Values: We welcome everyone • We honour the individual journey • We are courageous and creative • We take pride in our work • We care deeply about people • We treat everyone with dignity and respect•

JFS is an equal opportunity employer. We are committed to creating an accepting and inclusive environment for all. Come and join our team.

Vaccination Policy

JFS requires that all employees and volunteers are fully vaccinated against COVID-19. Anyone hired after January 1, 2022 will be required to show evidence that they have received at least one dose of the vaccine prior to employment, and we will require that they be fully vaccinated within 30 days of their start date.

Next Steps

- Submit your cover letter and resume to jobs@ifsvancouver.ca with "HR Specialist" in the subject. Please note only applications with a cover letter and resume will be considered
- Applications will be accepted through **September 15, 2023 at 5:00pm**
- We hope to have someone in place by **October 2023**

If you have questions, please reach out to Rachel Shanken, Director of Operations – rshanken@ifsvancouver.ca.