



Human Resources (HR) Coordinator

Reports to: Interim Executive Director

Location: Revelstoke, BC

Position Type: Permanent 30 hours per week On-Site

About Us:

Community Connections (Revelstoke) Society (CCRS) has been providing a wide range of professional integrated social services to Revelstoke and the surrounding community for more than 20 years. We have over 15 full-time staff, 2 service sites and over 20 social service programs offered to adults and children alike. As we continue to advance our mission, we are seeking a skilled and dedicated Human Resources (HR) Coordinator to join our dynamic team in support of enhancing our employee experience and maintaining a positive workplace culture.

Key Responsibilities:

- Facilitate HR processes throughout the employee life cycle, including onboarding and offboarding.
- Maintain and update employee records to ensure compliance with regulations.
- Provide HR administrative support, such as preparing communications, reports, and processing employee changes.
- Serve as a resource for managers and employees, delivering excellent customer service on day-to-day HR matters.
- Ensure compliance with HR policies, regulations, and legislative requirements.
- Coordinate recruitment efforts, including job postings, applicant screening, and preparing offer letters.
- Support the performance management process and assist with training and development programs.
- Develop and maintain job descriptions and administer employee benefits.
- Coordinate attendance management programs and collaborate with Finance on payroll-related tasks.

What You Bring:

- A Diploma in Human Resources or related field, CHRP designation is an asset.
- At least three (3) years of recent experience in an HR administrative/coordinator role.
- Knowledge of federal and provincial HR regulations and employment standards.
- Proficiency in Microsoft Office Suite with strong document formatting and Excel skills.
- Excellent communication and interpersonal skills.
- Strong organizational skills with the ability to prioritize tasks and meet deadlines.
- Demonstrated integrity, confidentiality, and high ethical standards.





**Community
Connections**
REVELSTOKE SOCIETY

Job Posting *Internal/External*

- Ability to work independently, take initiative, and be a proactive problem solver.
- A positive attitude with a desire to learn and grow in the HR field!

Why Join Us?

- Opportunity to work closely with a dynamic HR team in an engaging, and purpose driven work environment.
- Generous and competitive compensation package, including pension, benefits, annual paid vacation and sick leave.
 - Grid Level 4, Step 2 \$29.25 per hour
- 4 days a week 30 hours on-site work in our Main Office.

How to Apply:

Please apply via [Indeed](#) or on our website [application form](#)

Please note only shortlisted applicants will be contacted





Community Connections is a CARF accredited organization

Mission Statement:

The Mission of Community Connections (Revelstoke) Society is to offer support to individuals and families in our community to thrive by providing and advocating for accessible, responsive social services.

Values Statements:

Organizational values are the guiding principles that provide an organization with purpose and direction. We at Community Connections Revelstoke have given careful consideration to our organizational values and embrace the following:

BELONGING:

We value belonging by creating an environment where people are seen and heard.

COLLECTIVISM:

We work together to support equitable well-being.

INTEGRITY:

We demonstrate integrity through relational accountability and commitment.

CREATIVITY:

We cultivate creativity through acts of collective courage and imagination that tend to community needs and honor lived experiences.

Vision Statement

People belong and are supported by our high quality, responsive, and socially-just services.

2022-2025 Strategic Goals:

SUSTAINABILITY (PROGRAM, STAFFING AND FUNDING)

Community Connections Revelstoke Society is sustainable due to excellence in program delivery, human resource practices and financial planning and management.

SERVICE EXCELLENCE

CCRS is committed to providing excellent services and will not sacrifice quality for quantity.

INTRA-ORGANIZATIONAL NARRATIVE

We have an internal ecosystem that creates a culture of belonging, celebrates past successes, growth and embeds the organizational values.

ORGANIZATIONAL VALUES

The CCRS will identify and define our values, and they will serve as a filter for all our decisions including work plans, staff evaluations, hiring practices, and Board attraction and retention.

ADVOCACY

The CCRS will become more visible in the community by raising our profile and expanding our engagement.

