



The Global Gathering Place

Job Title **Human Resources Specialist**
Reporting to: Executive Director
Term of employment: Date – March 31, 2021 (possibility of extension based on funding)

Who **WE** are...

Global Gathering Place's (GGP) beginnings are humble. Back in 1998, our journey began in a church basement offering English language support and introducing the community of Saskatoon to 30 people from different parts of the world. Little did we know that in 22 years' time we would play an important role in the lives of thousands of immigrants and refugees from almost every part of the world.

We pride ourselves on our ability to provide personalized service. We know our clients; we understand their needs, their fears, and their goals. No one is ever a number at the GGP. We build lasting relationships with our clients because our vision is to be a society where newcomers to Canada are fully engaged and valued.

Who **YOU** are...

You strongly believe in diversity, respect for people, and have a passion for helping others thrive and succeed. You value and are committed to equality, respect, and you love learning about people and their cultures. You are at your best when you surround yourself with other committed individuals and you do your best work when you collaborate and work **WITH** others. You are goal oriented, tenacious, and creative when it comes to problem solving.

What is a Human Resources Specialist...

The Human Resources Specialist is accountable for taking the lead in developing, improving, implementing, and maintaining HR policies, processes, and practices. The Human Resources Specialist works closely with the management team and is responsible for employee relations, training, recruitment, etc. as well as communicating to management relevant changes in employment law and ensuring legal compliance.

- Identifies and recommend ways to improve HR processes and ensure integrity of information, programs, policies, and procedures.
- Coordinates all recruitment initiatives and activities including job postings, interviews, and reference checks for new staff members.
- Facilitates onboarding of new employees and sets them up with database login information, employee handbook, introduction to other staff, etc.
- Always maintain the strictest confidentiality on matters pertaining to employee file management.
- Coordinates employee reviews for managers and ensure proper documentation and filing to respective employee files.
- Provides support in the implementation, communication and administration of compensation policies and practices.
- Provides back-up for payroll duties.

- Assists with the development and roll-out of various HR initiatives and programs aimed at employee retention, training and development, and diversity and inclusion.
- Spearheads initiatives including celebrations, internal newsletter, weekly inspirations etc. aimed at maintaining and building a positive team culture.
- Maintains HR data for statistical analysis including absenteeism and turnover, exit interviews etc. and provide monthly reports to the Executive Director.
- Maintains knowledge of legal requirements and government regulations to ensure compliance with HR functions.
- Responds to inquiries about HR policies and procedures and refer to manager when needed.
- Other duties as requested.

Secondary responsibilities are:

- Participates in organization and team staff meetings as well as other required meetings.
- Upholds GGP vision and values.
- Follows all GPP procedures and protocols.
- Dresses professionally at all times.
- Works well with others in a team and client environment.
- Helps other team members as needed, as all teams are expected to work cross-functionally.
- Be able to work flexible hours when needed and to adapt to changing work schedules.
- Be reliable and punctual.
- Be willing and able to be mentored, and to participate in training and other professional development opportunities, especially deemed relevant to the position.

Are **YOU** our Human Resources Specialist...

If all the above sounds like you, we need a few more details. If you have the following educational requirements, skills, and competencies, find out how to apply at the bottom of this page.

- A University bachelor's degree in human resources management or related discipline, and three to five years' experience in a similar role.
- Excellent knowledge of Saskatchewan Employment Standards.
- Demonstrated ability to work with confidential information.
- Advanced knowledge of MS Office products (Word, Excel, Outlook, PowerPoint).
- Excellent professional communication skills, both verbal and written.
- Ability to demonstrate sound judgment with high attention to detail.
- Excellent interpersonal skills and a high degree of professionalism.
- Experience and commitment to promoting environments where diversity in background, thought and practice is welcomed and valued.
- Proven ability as a good listener, quick-thinker, and problem-solver.
- Demonstrated diligence, reliability, and strong organizational skills.
- Experience with building and maintaining policies, considering the current legislative and case law environment.
- A Criminal Record and Vulnerable Sector Check in good standing is required.

NOTE: The above job description reflects management's assignment of the most essential functions of your job classification. It does not prescribe or restrict the tasks that may be assigned nor is it intended to be an exhaustive list of all responsibilities and activities required of the position.

If this description checks all your boxes, we want to meet you! Please forward a resume and cover letter, along with 3 references, to jobs@globalgatheringplace.com.