

Job Title: **Human Resources Specialist**  
Reporting to: Executive Director  
Term of employment: Date – March 31, 2023 (possibility of extension based on funding)

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**Who WE are...**

Since 1998, Global Gathering Place (GGP) has remained dedicated to helping refugees and immigrants integrate and thrive in Canada. By delivering critical services, English classes, and a full calendar of programs, we work hard in service of our vision: A society where newcomers to Canada are fully engaged and valued.

As GGP has grown from a grassroots group to a non-profit leader in the settlement sector, we continue to pride ourselves on personalized, client-centred service. We know our clients; we understand their needs, their fears, and their goals. No one is ever a number at GGP.

Our organizational culture centres around collaboration and each staff member wears many different hats. We work together across departments and in partnership with diverse community partners. We offer guidance for making local services more inclusive and accessible, and advocate for what we know to be true: that immigrants and refugees, when given the opportunity, make valuable contributions to all aspects of Canadian society.

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**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.

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**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 recommends 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 to ensure access to database and email, employee handbook, orientation to staff and locations, etc.
- Maintains the strictest confidentiality on matters pertaining to employee file management
- Coordinates employee reviews for managers and ensures proper documentation and filing to respective employee files
- Provides support in the implementation, communication and administration of compensation policies and practices
- 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 provides 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 refers to management when needed.
- Ensures office inventory list is up-to-date
- Keep track of annual commitments, for example, insurance renewals, equipment leases, membership renewals, annual cleaning, etc.
- Coordinates with property managers to ensure buildings are well maintained and maintenance issues are resolved
- Assists staff with day-to-day operations as needed
- Other duties as requested

Secondary responsibilities are:

- Upholds GGP vision and values
- Participates in organization and team staff meetings as well as other required meetings
- Follows all GPP procedures and protocols.
- 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
- Acts and dresses professionally at all times
- Is able to work flexible hours when needed and to adapt to changing work schedules
- Is reliable and punctual
- Is 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...

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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 clean Criminal Record with Vulnerable Sector Check
- Proof of Canada-approved COVID – 19 Full Vaccination

NOTE: The above job description reflects management's assignment of the most essential functions of the 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.