



## We're Looking for You! HR Coordinator

The HR Coordinator is responsible for the full recruitment cycle of YWIB Vancouver chapter members, and for assisting with managing inboxes and recruiting new members.

### **Responsibilities:**

- Conduct employee orientation sessions to familiarize new hires with company policies, procedures, and culture.
- Facilitate introductions to relevant Slack channels for efficient communication and collaboration within the team.
- Utilize Charity Village platform to post job positions effectively and efficiently, adhering to the organization's guidelines.
- Take charge of recruitment efforts, including posting job openings on the company website and Charity Village, attracting qualified candidates.
- Conduct preliminary screenings and interviews to assess candidates' qualifications and suitability for specific roles.
- Coordinate second-round interviews with the Vice President of the respective department to assess candidates' fit with organizational goals and objectives.
- Prepare and send welcome agreements and packages to successful candidates, ensuring a smooth transition into the organization.

### **What we're looking for:**

- Detail-oriented, excellent organizational skills and ability to plan for and manage deadlines
- Pursuing HR certification or diploma is considered an asset
- Strong verbal and written business communication and interpersonal skills
- Experienced in Microsoft Office (Word, PowerPoint, and Excel) and Google Suite

This volunteer position requires a minimum one year commitment with a weekly commitment of (approx.) 2 hours/week. Please submit a resume to [amanda.radvak@ywib.ca](mailto:amanda.radvak@ywib.ca) with the subject line "HR Coordinator – Your Name".