



YWiB National

Human Resources and Administrative Associate

POSITION IDENTIFICATION

Position Title: Human Resources and Administrative Associate – YWiB National Team
Unit: Human Resources
Reports to: Director of Human Resources

POSITION SUMMARY

We want to leverage the Young Women in Business (YWiB) brand and reputation to help us strengthen our existing relationships and build new ones. We're eager to shape lasting relationships with our partners, sponsors, and communities to reach mutually beneficial goals.

The **Human Resources and Administrative Associate** will work closely with our Director of Human Resources and National Team to provide support, resources and advice to YWiB chapters. Tasks will include onboarding new chapter executives and, National Team members to various tools, as well as recruitment, performance management, engagement and other HR related pieces. This includes regular contact with chapters, answering questions and general inquiries, creating tools and providing guidance.

WE'RE LOOKING FOR YOU:

You have a passion for people and have a basic understanding of human resources and are willing to learn more. You enjoy organizing things and helping people by solving problems, providing advice and facilitating connections in a community.

WORK PERFORMED

- Serve as the first point of contact for all City & University chapters HR requests, questions, and concerns.
 - Conducting onboarding sessions with chapter executives and national-level executives
 - Onboard new chapter and national level executives onto YWiB systems including Gmail, Google Drive and Slack
 - Assisting university and city chapters with yearly recruitment planning and off-boarding cycles
 - Organizing and facilitating HR Portfolio Meetings alongside the Director, Human Resources
 - Ensuring that relevant organization-wide information is communicated effectively from the Board of Directors and National to chapters
 - Create, organize and compile on-going organizational HR policies, templates, etc.
 - Identify, develop and document administrative and human resources policies, procedures and processes.
 - Help the National YWiB with process improvements and to create efficiencies
 - Assist the teams with administrative tasks including such things as reports and managing the National Information Email inbox
 - HR Coordinator may need to handle difficult situations or take part in difficult conversations.
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QUALIFICATIONS

Passion for people and learning is required. An interest in pursuing a degree or experience in Human Resources Management or Administration would set you apart from the other candidates.

You'll be great at this job if you are: an excellent communicator who is willing to take the initiative and loves working with people. As well as have strong organizational skills, high attention to detail, time management skills and a customer service orientation.

Interested? Email national.hr@ywib.ca a copy of your resume with the subject line "Your Name – Human Resources and Administrative Associate".