

HR Coordinator, Summer

Job Overview:

The HR Coordinator will support YWCA Edmonton's human resources work by collecting and analyzing HR data, assisting with salary benchmarking, and helping maintain clear, consistent HR documentation. This role offers practical experience in data analysis, compensation research, job description review, and equity-focused HR practices. Working closely with the HR team, the coordinator contributes to building strong and transparent HR systems that support staff and advance YWCA Edmonton's mission.

About YWCA Edmonton:

YWCA Edmonton is a dynamic equity-seeking organization guided by core values such as integrity, empowerment, diversity, innovation, equity, and compassion. Our commitment lies in fostering an inclusive community enriched by trust, opportunity, and dignity for all individuals.

We provide direct support to individuals with disabilities, deliver affordable mental health services, foster youth empowerment programs, and promote environmental stewardship and outdoor education at YWCA Camp Yowochas. Additionally, our advocacy work amplifies our dedication to creating positive change.

Beyond our direct programs, we actively collaborate with over 20 equity-seeking grassroots organizations in the community. As a backbone organization, we unite to build community capacity, ensuring marginalized groups receive the support they need to thrive. This collective effort reinforces our commitment to creating an inclusive society where everyone, including disabled individuals, can reach their full potential.

YWCA Edmonton's unwavering dedication to empowerment and collaboration is the driving force behind our work, shaping a future where every individual, regardless of background, can flourish.

Responsibilities:

- Collect, organize, and analyze HR data to support decision making
- Research and benchmark salaries across comparable roles in the non-profit and community sectors
- Support updates to YWCA Edmonton's salary framework, including salary bands and compensation tools
- Review and update job descriptions for clarity, accuracy, and consistency
- Assist with updating HR policies and procedures, integrating equity, diversity, and inclusion principles
- Maintain organized HR documentation, files, and digital records
- Support recruitment, onboarding, and general HR administrative tasks as needed
- Assist with staff training coordination, communication, and engagement initiatives
- Prepare summaries, spreadsheets, and written documentation for HR leadership

Qualifications:

- Education or experience in human resources, business administration, data analysis, or a related field
- Strong analytical skills and comfort working with data, spreadsheets, and research
- Understanding of HR principles and employment standards, with interest in equity-focused HR practices
- Excellent organizational skills and attention to detail
- Strong written and verbal communication skills
- Ability to work independently, manage multiple tasks, and meet deadlines
- Proficiency with Microsoft Office; familiarity with HRIS or data tools is an asset
- Commitment to equity, diversity, inclusion, and the mission of YWCA Edmonton
- Clear Criminal Record Check
- Must be between 18 and 30 years old under CSJ eligibility

Employment Type: 37.5 hours per week

Period of Work: 8 weeks

Salary: \$16.00/hour