

## Employment Opportunity Recruitment & HR Coordinator – Part time

### Organization Overview:

YWCA Edmonton is a powerful voice for equity and has been leading social change and progress for women, families and gender-diverse individuals in the capital region since 1907. Part of an international movement, YWCA Edmonton is a trusted provider of services, programs and advocacy work that transforms lives and helps build a stronger, healthier, and equitable community for all. We provide education and services to thousands every year through leadership programs, counselling, outdoor education, healing retreats and supporting people with disabilities.

### Job Summary:

Supports daily HR operations for the Disability Services department by assisting with recruitment, onboarding, employee records management, and HR administration. Coordinates communication between employees and management, ensures compliance with company policies, and helps maintain a positive and organized workplace environment.

### Employment Type:

Part Time (20 hours/week), hours typically between Monday – Friday. How these 20 hours are setup and on what days will be negotiated with the supervisor.

### Job Responsibilities:

- Support the full cycle recruitment process within the disability services department
- Support onboarding and orientation for new staff in the disability services department
- Have oversight to ensure timely and consistent initial documentation gathering and file creation to include credentials, background checks, compliance documentation etc.
- Ensure all recruitment, hiring, and employment practices align with employment standards, human rights legislation, and disability service regulations and accreditation
- Participate in audits and Disability Services reviews to ensure quality assurance related to staffing and HR compliance
- Create and maintain tracking system for applicants to the disability services department
- Collect and analyze workforce data for the disability services department
- Other HR duties as assigned

### Qualifications:

- Human Resources Diploma or Degree or equivalent work experience
- 2-3 years minimum of HR experience particularly in the area of recruitment & onboarding
- Proven experience and proficiency in Microsoft Office products (Outlook, Word, Excel)
- Detail orientated and accuracy in work
- Establish priorities, meet deadlines and work well under pressure

### Checks & Insurance:

- Able to provide a clear Criminal Record and Vulnerable Sector Check

- Able to provide a clear Youth Intervention Check

**Equal Opportunity Commitment:**

For over a century, YWCA Edmonton has been dedicated to creating a community in which everyone has an equal opportunity to achieve their full potential. We know that creating an equitable world requires diversity of thought and equity for all. We stay true to our mission by welcoming the unique contributions that each individual can make, and our hiring practices welcome all candidates. YWCA Edmonton is committed to maintaining a workplace environment that demonstrates a culture built on the fundamental principles of inclusion, diversity, equity, accessibility, and safety.

**Acknowledgment:**

YWCA Edmonton acknowledges that we are on the traditional land of Treaty 6 Territory and the Metis Homeland of Region 4. The footsteps of diverse Indigenous peoples have marked this territory from time immemorial — First Nations, Metis, Inuit, and now settlers from around the world. We are all treaty members, with recognition and respect for Indigenous Peoples and the traditional territories on which we live, work, and play. We call upon our collective honored traditions and spirits to share responsibility for stewardship of this beautiful land and our community.

**Compensation:**

We offer a competitive compensation package for the job commensurate with experience and education. The role also includes a full benefits package with RRSP employer matching contributions, paid time off and holidays. Our hybrid work arrangement provides flexibility to work both in-office and remotely, supporting work-life balance and personal pursuits. We value our employees and aim to provide a work environment that promotes growth, development and well-being.

**How to Apply:**

Please submit your cover letter and resume to [careers@ywcaedm.org](mailto:careers@ywcaedm.org).

**Only qualified applicants will be contacted for a prescreening interview. No phone calls, please. This posting will remain open until a suitable candidate is found.**