

Coordinator of Human Resources

Supervisor: President & CEO

Position Category: Full Time, 35 hours per week

Pay Range: \$55,000.00 to \$65,000 per year

Benefits: Medical, RRSP, Parking

Start Date: As soon as possible

Great career building opportunity in the Not-for-Profit sector for a Human Resources professional!

The Discovery Centre, a registered non-profit society and charitable organization, engages locals and visitors alike to the exciting curiosities of STEAM with its remarkable exhibits, facilitated programming, curriculum-based workshops, and educational outreach.

The Coordinator of Human Resources is an integral member of the management team. The Coordinator supports the day-to-day delivery and administration of Human Resources services including recruitment, payroll and benefits, performance management, onboarding and orientation, record management, health and safety, training and development, and labour relations. The position works closely with employees, managers, and the leadership team to help maintain effective HR processes, accurate employee records, positive employee relations, and a professional, respectful, and supportive workplace. The role requires confidentiality, professionalism, organization, sound judgment, and the ability to manage multiple priorities in a fast-paced environment.

The position promotes equal employment opportunities for all employees, job applicants, and ensures that the Discovery Centre is an inclusive and barrier-free work environment. By joining Discovery Centre, you will have the unique opportunity to support an organization whose success has a direct positive impact on communities across Nova Scotia.

Qualifications

Education

- Post-secondary education in Human Resources Management, Business Administration, Office Administration, or a related discipline.
- A combination of relevant education, HR training, and practical experience will be considered.
- CPHR designation or progress toward a professional HR designation is an asset

Experience

- Previous experience in Human Resources, recruitment, employee relations, payroll/benefits support, or a related role.

- Experience working in a nonprofit is considered an asset.
- Experience working with confidential employee information is strongly preferred.
- Knowledge and Technical Skills
- The successful candidate should have knowledge or experience in: Recruitment and interviewing; Employee onboarding and offboarding; Benefits administration; Attendance and leave management; HR record management; Payroll

Core Competencies

- Confidentiality & Professional Integrity
- Communication & Interpersonal Skills
- Organization & Time Management
- Attention to Detail
- Employee Relations
- Problem Solving & Sound Judgment
- Adaptability & Initiative
- Collaboration & Relationship Building
- Accountability & Professionalism in all workplace interactions is essential

Apply:

Applications are to be emailed to recruitment@thediscoverycentre.ca. Applicants are to submit their resume, cover letter, and references, please include salary expectations with your cover letter. All applications will be reviewed but only those chosen for an interview will be contacted. All applicants are thanked in advance for their interest.

Discovery Centre promotes equal employment opportunities for all job applicants, and we encourage applications from candidates who self-identify as a member of an underrepresented group, including Indigenous people (especially Mi'kmaq), people of Black/African descent (especially African Nova Scotians), members of other racialized groups, women, people with disabilities, and members of the 2SLGBTQ+ community.

The Centre is committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please contact recruitment@thediscoverycentre.ca to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

Discovery Centre is proudly located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. With respect and appreciation, we honour generations of traditions and teachings