



Mi'kmaw
Family & Children's Services
of Nova Scotia

Employment Opportunity

Title: Recruitment and Development Coordinator

Position: Full time (35 hours/week)

Hours of Work: Monday – Friday, 8:30am – 4:30pm (on site)

Office Location: Eskasoni, NS

Deadline to Apply: Friday, March 15, 2024

We are currently seeking a culturally confident, resourceful, and respected individual. The qualified candidate must be able to work in a fast-paced environment and manage multiple and sometimes competing priorities. The recruitment and development coordinator must be able to work collaboratively with multiple teams in the organization to identify recruitment needs, recruit candidates to the organization, adhere to confidentiality protocols, identify staff training and development needs, and execute learning initiatives.

POSITION SUMMARY:

Mi'kmaw Family and Children's Services of Nova Scotia (MFCS) offers a comprehensive array of programs and services to the communities they serve, they are passionate about their team and committed to recruiting and developing their talent.

The Recruitment and Development Coordinator will be responsible for the coordination of recruitment, which includes advertising job vacancies, evaluating resumes, scheduling, and conducting interviews, and giving quality feedback. The two (2) main purposes of this position are to support recruitment and development initiatives within the agency.

KEY RESPONSIBILITIES:

- Accountable for the full recruitment cycle by sourcing, screening, interviewing candidates; reference checks and supporting the onboarding of positions
- Conduct, in-person and or Skype interviews
- Preparing the final candidates short list and forwarding to the hiring team
- Preparing interview packages/questions as per the designation
- Performing background and other relevant checks
- Contact new hires and prepare paperwork including employment offers in consultation with the Director of HR
- Maintain a complete record of interviews and new hires
- Ensure fair and equitable hiring practices are followed accordingly
- Schedule and coordinate training events, workshops, for employees – both in-person and virtually based on their needs and career goals, ensuring that adequate preparation time is provided for each session
- Develop and maintain comprehensive knowledge of recruitment, employment, compensation, benefits, pay administration, and other related organizational policies, practices, procedures, and/or regulations
- Coordinate recruitment initiatives that support staffing efforts and ensure alignment with the Agency's strategic objectives
- Identify issues affecting recruitment and implementing recruitment activities to continuously improve the process
- Consulting with supervisors/managers to identify training needs for employees
- Handles and prioritizes multiple ranges of advanced administrative duties with wide latitude for independent judgment and initiative
- Participates in development, and implementation of recruitment projects and programs
- Represents and promotes organization to potential applicants by providing information, responding to questions, and collecting applicant data
- Develops and maintains comprehensive knowledge of recruitment, employment, compensation, benefits, pay administration, and other related organizational policies, practices, procedures, and/or regulations
- Maintains confidentiality of employee records and data
- Complete exit interviews and assist with employee relations as required
- Attend job fairs, College presentations and related community events to promote the agency
- Manage and maintain recruitment requisitions via Indeed/Career Beacon etc.
- Staying updated with the latest trends in hiring methods
- Performs other related duties as required by the Supervisor

QUALIFICATIONS:

- Bachelor's degree in human resources management, Business Administration, or a related field
- A minimum of 2 years of industry experience (Recent and relevant HR experience, including talent attraction and management, and employee learning and development)
- Previous experience working in Mi'kmaw communities considered an asset
- Ability to multitask, take initiative, and work independently
- Experience writing, and interpreting human resource policies, processes, procedures, and strategies
- Strong understanding of employee legislation, policies, and procedures
- Knowledge of Labour Standards, Occupational Health, and Safety (OH&S), and related employment legislations
- Strong interpersonal, organizational, and conflict resolution skills
- Experience in handling highly sensitive material and information in a confidential and professional manner
- Excellent organizational skills with the ability to prioritize workload
- Proficiency in Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint.
- Ability to work independently with minimal supervision
- Ability to collaborate and communicate effectively
- A valid driver's license, and access to a reliable vehicle

Willingness to travel and be flexible, the workday is 8:30 AM-4:30PM, Monday to Friday, with the expectation that overtime and work outside of the regular schedule may be necessary at times to complete responsibilities of the role.

Classification Range : EC (5) – EC (7)

Salary range : \$42,384.94 - \$68,754.92

Commensurate with experience and qualifications

What We Offer

Based on the employment status, successful candidates may be eligible for our comprehensive health and dental benefits package as well as a defined contribution pension plan.

We offer a wide range of benefits such as:

- Employee and Family Assistance Program
 - Three (3) weeks' vacation to start
 - Paid time off for Christmas office closure
 - General Illness
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Please submit cover letter, resume and two professional references to:

Holly MacDonald, Director of Human Resources

Email: Holly.MacDonald@novascotia.ca

Successful candidates will be required to undergo a vulnerable sector check and provide clearance from the child abuse registry as part of the hiring process.

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We are an equal-opportunity employer. All aspects of employment including the decision to hire, promote, or discharge, will be based on, competence, performance, and Agency need.

Qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Non-Canadian applicants must be able to provide proof of current entitlement of eligibility to work in Canada.
