



**community food centres**  
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October 7, 2019

## **COMMUNITY FOOD CENTRES CANADA**

### **Human Resources and Admin Coordinator**

#### **Who we are**

**Community Food Centres Canada (CFCC)** was founded in 2012 to drive the development of a new approach to food in low-income communities. CFCC is a national non-profit that builds health, belonging, and social justice in low-income communities across Canada through the power of food. Our vision is a Canada where food is treated as a basic right and central to physical and mental health, and where everyone has the financial means, knowledge and voice to access good food with dignity. CFCC is a flexible, collaborative and dynamic workplace offering lots of opportunity for growth – and shared meals!

The HR and Admin Coordinator position is a wonderful opportunity for a human resources generalist to join a fast paced, growing organization. You are a team builder and supportive resource to your colleagues. You are as comfortable developing new processes and improving systems as you are at meeting regular compliance.

Community Food Centres Canada hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from members of racialized groups, Indigenous persons, persons with disabilities, person of diverse sexual orientations and gender identities and others with the skills and knowledge to productively engage with diverse communities. We are committed to achieving full accessibility for persons with disabilities by arranging for any necessary accommodations.

#### **Who we are looking for?**

The HR and Admin Coordinator will report to the Chief Operations Officer (COO) and work with staff and outside consultants to develop and implement human resources and admin projects. The successful candidate will be personable, hard working, diplomatic and highly organized.

#### **Responsibilities**

- Update Policies and Procedures and provide training to staff where applicable;
- Administer the benefit and pension plans;
- Build and maintain the HRIS, train new users and produce reports to support managers;
- Support managers and employees with tracking of time, performance evaluations, professional development and other HR related functions;



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- Provide support to the senior leadership team with their recruitment and orientation processes by creating and managing job postings, conducting first review of applicants, assisting with final selection and coordinating the onboarding process;
- Administer the pension and benefits plans;
- Update Job Descriptions and related HR documentation, as necessary;
- Coordinate staff meeting;
- Conduct HR project research to support projects, such as salary comparator studies or benefit plan reviews;
- General administrative duties including supporting senior staff, responding to general inquiries, supporting administrative systems and other related responsibilities as needed.

#### **Qualifications**

- 2 – 3 years' experience HR administration
- HR Generalist with experience in recruitment, selection, orientation and onboarding processes
- Experience administering benefits and pension plans
- Experience on HRIS systems including their optimization, maintenance and data management
- Excel at working independently and within a collaborative team
- Demonstrated skills and strength in managing multiple projects simultaneously
- Excellent verbal and written communication skills
- Committed to the idea of food as a public good, and as an agent of social change, particularly in low-income communities.

Position Details: Full-time, 37.5 hours per week

Salary: \$50,000 to \$55,000 annual plus benefits

Start date: As soon as possible.

Please email your cover letter and resume in a single document to [work@cfccanada.ca](mailto:work@cfccanada.ca) with 'HR and Admin Coordinator' in the subject line by October 20th.

**Only those applicants being considered will be contacted. Thank you for your interest in CFCC.**