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## POSITION: Human Resources Coordinator

<b>Job term:</b>	Full-time, 1 year contract (possibility of renewal)
<b>Hours:</b>	35 hours per week
<b>Start date:</b>	May or June 2019
<b>Locations:</b>	Toronto
<b>Closing date:</b>	April 30th (6pm EST)
<b>Compensation:</b>	\$45,000 - \$50,000 + benefits
<b>Requirements:</b>	2+ years human resources experience

### Who we are

Repairing relationships between Indigenous peoples and non-Indigenous peoples is one of the most important issues facing Canada today. Colonization has produced a systemic inequality that has left Indigenous peoples much worse off than the rest of Canada in almost every indicator, and continues to deeply impact Indigenous communities today. This is unacceptable in a country like Canada. The Truth and Reconciliation Commission has set out a clear path for Canada to begin to repair the wrongs that have marked Canada's relationship with Indigenous peoples.

At Canadian Roots Exchange, we believe that young people are the key to ensuring the relationship between Indigenous and non-Indigenous peoples improves through dialogue, understanding, and relationship building. Our charitable organization has been convening meetings of both Indigenous and non-Indigenous youth (ages 13-29) across Canada for over a decade through exchange programs, youth leadership development, educational workshops in schools, national gatherings, and the launch of a National Indigenous Youth Network.

### What we're looking for

Our ideal candidate is someone who has employment or volunteer experience working with Indigenous Peoples and who has completed their Certified Human Resources Professional (CHRP) designation or who is nearing the completion of it.

### Your impact

CRE is a growing organization, and we are hiring staff across the country. Reporting to the Operations & Finance Manager, we are seeking an **HR Coordinator** to provide human resources support based out of our Toronto office to our national team, which includes offices in Saskatoon and Montréal. Your duties will include:

- Collaborate with hiring managers to develop job postings and interview questions

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#### Toronto Office

Canadian Roots Exchange  
489 College Street  
Suite 203  
Toronto, ON M6G 1A5

#### Saskatoon Office

Canadian Roots Exchange  
University of Saskatchewan  
Lower Place Riel, Room 80  
Saskatoon, SK S7N 5A3

#### Montréal Office

Canadian Roots Exchange  
6750 avenue de l'Esplanade  
bureau 102  
Montréal, QC H2V 4M1



- Track and pre-screen candidates
- Schedule interviews, follow-up calls, and reference checks
- Coordinate new hire trainings and the onboarding process
- Support the administration of payroll and health and dental benefits
- Lead CRE's Workplace Culture & Onboarding Committee
- Manage a community job board
- Triage employee concerns and promote a safe and healthy work environment
- Coordinate staff appreciation activities across all offices
- Undertake other duties as assigned

### Who you are

- **You are people-oriented and relationship-driven.** You are focused on people and communities, value personal and professional relationships, and love opportunities to work with others. You want to see others succeed.
- **You are analytical and a problem-solver.** If you see an issue, you are eager to figure out why there is a problem and then roll up your sleeves and fix it.
- **You are organized and detail-oriented.** Although you see the big picture, the small details do not escape you. You are able to balance multiple projects and timelines. The thought of improving existing procedures excites you, and you find joy in systems that make your coworkers' lives easier.
- **You are a communicator and a listener.** You can clearly convey your thoughts and expectations in writing and verbally, and you can interpret what people tell you. Bilingualism in English and French is a strong asset, as is knowledge of any languages Indigenous to Turtle Island.
- **You are flexible.** Issues arise. Plans change. You can quickly adapt as required and make contingency plans. When needed, you are happy to work hours outside the typical 9-5 and to travel for work.
- **You are calm and supportive.** It's rare to see you flustered. You excel in the face of ambiguity. People feel at ease coming to you with issues and concerns. You are always happy to help.
- **You like to get your hands dirty.** More than just multitasking, you enjoy doing a bit of everything, be it budgeting, picking people up from the airport, or office cleaning.

### Compensation

- Salary: \$45,000 - \$50,000 based on experience and education
- Vacation: 3 weeks and statutory holidays
- Health Benefits: will begin following a 3-month probationary period

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- Other: RRSP employer contribution that is 5% of salary

### **Application Method**

As a part of your application, please provide a cover letter that introduces yourself and your experience in relevant HR roles and, especially, any opportunities you have had to work with Indigenous communities. If you have any questions, you can contact Tristan Smyth, Operations and Finance Manager, at [tristan@canadianroots.ca](mailto:tristan@canadianroots.ca).

You can submit a completed application (cover letter and résumé) to [jobs@canadianroots.ca](mailto:jobs@canadianroots.ca) as a single PDF with the following file naming convention:

HRCoor\_LastName.FirstName.pdf

Ex: HRCoor\_Smyth.Tristan.pdf

### **Hiring Process (Approximate Dates)**

1. Contact for interview (early May)
2. Interview (mid-May)

**Canadian Roots Exchange is committed to equitable representation and access. Candidates from Indigenous, racialized, 2SLGBTQ+, and other marginalized communities are encouraged to self-identify in the cover letter.**

**As a condition for hiring, successful candidates are required to submit a vulnerable sector check.**

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