



Finding the good

TRAINING & HUMAN RESOURCES COORDINATOR

Competition # THRC 22-091 Permanent - Full-time

Our ideal team member is passionate about making a difference and is committed to empowering the young people we support. We are looking for individuals who will positively contribute to an inclusive, non-judgmental and fun environment.

What you would do:

The Training and Human Resources Coordinator is responsible for identifying training gaps and developing internal training programs and tools, as well as managing third-party training courses. They will also support other HR functions including managing assigned special projects, consulting on employee relations and supporting assigned committees.

What you bring:

Post-secondary education in Human Resource Management.

Experience performing a broad range of Human Resource functions including training and development, employee relations and recruitment.

Knowledge of current employment standards, the human rights code and Workplace Safety & Health legislation.

The following background check information is essential to this role:

Satisfactory Criminal Record and clear Vulnerable Sector checks;

Clear Child Abuse Registry and satisfactory Prior Contact checks;

Proof of COVID-19 vaccination required.

What we offer:

A competitive total compensation package:

- Comprehensive benefits including extended health, dental, life & long-term disability insurance
- Employee Assistance Program
- Paid sick and personal time
- Generous employer matched pension plan
- Opportunities for career advancement, training & development

Salary Range: \$23.38 - \$28.44/hour

Apply by submitting your cover letter and resume to careers@marymount.com

Deadline for applications: June 2, 2022

Request for reasonable accommodations will be made available for those who may be affected by a barrier in respect of the materials or activities used in the assessment or selection process.

We thank all who apply and advise that only those selected for further consideration will be contacted.