Administrative Coordinator – HR and Operations
Permanent, Full Time
Flexible work arrangement: Hybrid

Conservation Halton was established more than 60 years ago to protect our communities from flooding and erosion and manage and restore natural resources of the watershed. We have grown to become so much more. Today, it is our responsibility to prepare our communities for the impacts of climate change, support our partners in creating more sustainable communities, manage our natural areas and resources within the watershed, monitor and enhance the environmental health of our watershed and create opportunities to connect with nature through recreation and education.

We believe that diverse backgrounds and unique perspectives make us stronger. Conservation Halton is committed to be an equal opportunity employer, creating an inclusive work environment and encouraging employees to be their most authentic self, no matter their ethnic background, religious beliefs, age demographic, gender expression, sexual orientation, physical ability, mental health or general appearance.

Four years ago, Conservation Halton started a process of transformation through our strategic plan, Metamorphosis. That strategic plan was an important first step for us to better understand the needs of our community and lay the groundwork for what needed to be done. Metamorphosis has now reached its end, but it is more important than ever for us to plan for the future. Our new strategic plan, Momentum, positions us to use the improvements and achievements we have made to carry us into the future for a more green, resilient, connected tomorrow. We are looking to build our team with the kind of inspired, ambitious, and strategic people that are not satisfied with the status quo, are excited by the opportunity in every challenge and are driven by meaningful, measurable results. If you are looking to join an environmentally-focused and socially-conscious community organization, then we are looking for you!

Your Opportunity

The Administrative Coordinator is responsible for providing direct administrative support to the Chief Operating Officer and the Director, Human Resources. The Administrative Coordinator’s role will include responsibility for HR Administration and supporting HR Processes including recruitment, onboarding, prioritizing and decision making related to managing calendars, designing and producing complex documents including board reports and presentations; collecting and preparing information for meetings with internal and external stakeholders.

This role will also:
- Prioritize and determine appropriate course of action, referral, or response on behalf of COO and/or Director, HR, exercising judgement and confidentiality
- Prepare, edit information, and compile relevant data to contribute to existing dashboards, presentations, and documents on behalf of the COO and Director, HR
- Support the coordination and tasks related to the annual budget process
- Act as a liaison and provide support to the teams that both leaders oversee
- Schedule and coordinate team meetings including drafting agendas, compiling, and distributing presentation materials; and recording meeting minutes when required
- Coordinate the logistics associated with department-led initiatives
- Support with planning, coordinating and day of logistics for HR employee engagement events

Your Qualifications
- College diploma or university degree in Business Administration, Human Resources, or related discipline or equivalent experience
- 3+ years of related work experience
- Experience and exposure to supporting an HR team
Experience working as part of a high-performing matrix team and for multiple leaders on highly confidential matters
Experience with multiple systems and software, MS Office, Zoom
Ability to work effectively both independently and in a team environment and maintain a high level of confidentiality, work productivity and efficiency, with a strong customer service delivery focus
Proven communication (written and verbal) and excellent interpersonal skills
Proficiency in proofreading and attention to detail
Demonstrated experience in file and document management with a high level of attention to detail
Ability to multi-task in a fast-paced work environment
Ability to exercise professional judgment and discretion in dealing with confidential information

Your Reward
• Starting at $63,167 annually
• You will work in an inspiring setting with views of the Niagara Escarpment and no traffic lights for several miles
• You will work with a creative, talented, and solutions-focused team
• You will work for an organization that provides flexible work arrangements and places tremendous value on professional development and wellness of its employees
• Free access to Conservation Ontario parks
• Comprehensive benefits package
• Participation in the OMERS defined benefit pension plan, with generous employer-matching
• Season passes and lift tickets for the Glen Eden ski and snowboard area
• Discounts on Conservation Halton services, food, and merchandise

Our Core Values

Diversity and Inclusion - We endeavor to understand, accept and appreciate the value of our differences and encourage authenticity.
Learning and Innovation - We embrace the need for continuous improvement, the opportunity to learn from others and the benefits of sharing knowledge.
Person-Centered Service - We make people a priority through customer-centred engagement, predictive problem-solving and high-quality service.
Collaboration - We seek out and trust in the skills, expertise and experience of others in order to achieve our common ambition.
Sustainability - We consider the environmental impact of everything we do and always keep future generations in mind when making decisions.
Integrity - We make decisions with accountability, transparency and a strong sense of personal responsibility for our choices and actions.
Resilience - We are positive and proud of our ability to quickly and effectively respond to change.

To Apply

Please email your application to careers@hrca.on.ca by August 22, 2022

Your application should include:
1. Your resume and cover letter in one pdf document
2. Reference your name and the position title in the subject line
3. In the body of your email, please indicate where you heard about this opportunity

We thank all applicants for their interest however only those selected for an interview will be contacted.
In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Conservation Halton will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities.

Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.