



## Chilliwack School District

Chilliwack School District No. 33, located at the eastern end of the Fraser Valley, is one of a few growing school districts in the province. The District is privileged to operate within S'olh Temexw, the traditional territory of the Stó:lō People, enriched by the cultural heritage of the Pilalt, Sema:th, and Ts'elxwéyeqw.

Our district serves approximately 14,500 students and employs around 2,100 dedicated employees. Here, you'll find a diverse, inclusive, and forward-thinking environment committed to creating a safe, caring, and healthy learning and working environment. Embracing our core values of Inclusion, Diversity, Kindness, Equity, and Innovation, we collectively strive to meet the present needs of our students, employees and community, while remaining flexible to anticipate and respond to future priorities. Syós:ys lets'e th'ále, lets'emót – one heart, one mind, working together for a common purpose.

## About the Position

The Chilliwack School District is seeking a dynamic and detail-oriented Human Resources Coordinator to join our innovative team. Reporting to the Assistant Director of Human Resources and acting as a key support to our Human Resources Managers, our Human Resources Coordinator will play a crucial supporting role in the maintenance of human resources programs, systems and services.

## Core responsibilities include:

- Full-cycle recruitment and selection of casual support staff
- Orientation and onboarding process for new casual support staff hires
- Support internal staffing within assigned portfolio of sites
- Coordination of disability management processes for occupational and non-occupational medical leaves, workplace accommodations, and return-to-work planning
- Oversee and process leave of absence requests, ensuring alignment with collective agreements
- Support, research and coordination of HR programs, including initiatives related to IDEA (Inclusion, Diversity, Equity, Accessibility), HR Information Systems, Occupational Health & Safety, attendance support, employee performance management, and HR strategic planning
- Records management of confidential files
- Confidential labour relations administrative support

**Salary Range:** \$70,786 to \$88,483, commensurate with experience

## Are You the Ideal Candidate?

As an integral part of our Human Resources team, you will champion our District's Vision, Mission, and Values, aligning them seamlessly with your daily efforts to advance our strategic goals. Embodying a collaborative and professional approach, you will uphold principles of equity in all aspects of your work. Your proactive work style, coupled with outstanding interpersonal and problem-solving skills, will be key to supporting our HR Managers team and ensuring the success of our diverse and inclusive learning community.

## Qualifications

- Post-secondary diploma or certificate in Human Resources Management or equivalent combination of education, training and experience.
- Minimum of 3 years recent, progressive human resources or administrative experience.
- Experience in a school district or public sector, preferably in an excluded role working with unionized employees.
- Demonstrated understanding of core HR functions (recruitment and selection, employee relations, performance management, training and development).
- Knowledgeable about HR legislative requirements and current employment/labour law in the BC public sector.
- Familiarity with disability management best practices, WorkSafe BC, and Occupational Health & Safety regulations.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, and Power Point).
- Skills in various information technological practices for efficient tracking, reporting, and organization.
- Proficient in HRIS or similar information systems for maintaining automated records.

## How to Apply

If you're ready to support human resources strategies, foster positive environments, and be a key player in supporting our employees to achieve the best possible student outcomes, we encourage you to submit your application today. The application deadline is **February 9, 2024**.

To apply, please visit [www.makeafuture.ca/chilliwack](http://www.makeafuture.ca/chilliwack).

For any questions or further information, please do not hesitate to reach out to:

**Rachael Green, Assistant Director of Human Resources**  
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***Chilliwack School District is committed to diversity and inclusion, and encourages candidates who self-identify as Indigenous, LGBTQIA2S+, a member of a visible minority and/or a person with a disability to apply for all positions within the School District.***