



Job ID #: 25044-PCI
Position: People, Culture & Inclusion Coordinator
Location: Vancouver
Position details: Temporary full-time position (Hybrid) at 35 hours per week starting **as soon as possible, until November 01, 2025**
Posting Date: April 15, 2025
Closing Date: April 22, 2025

Why choose us!

Join ISSofBC, one of the largest and first newcomer and refugee agencies in Canada. As well as being a values-driven organization, we pride ourselves on diversity, inclusion, innovation, and transparency. You can make lifelong friends and connections when you join our family. What's more, we also have multiple locations and offer flexible working and shorter working weeks than most organizations.

Summary:

Provide coordination and support in a range of general human resource functions including but not limited to recruitment, onboarding, employee engagement, internal communications, benefits administration, employee events planning, HRIS administration etc.

How You'll Make a Difference:

- Partner with Recruitment Team and hiring managers to ensure a seamless onboarding process for new employees.
- Manage the complete pre-onboarding and onboarding experience of new employees.
- Maintain confidential HR documents and files, ensuring all required documentation is provided and up to date.
- Provide employee day-to-day general support by answering questions related to their terms of employment, policies, employee relations, and entitlements under applicable laws, as well as benefit assistance.
- Assist in preparing PCI Metrics for monthly, quarterly and annual dashboards and reporting.
- Collaborate and support the performance management cycle.
- Manage the PCI department's outgoing communications (i.e., sending out HR updates).
- HRIS and Benefits admin support.
- Perform other related duties as required.

What You Bring:

Bachelor's degree in business administration with an HR concentration, Human Resources, Finance, Information Systems, or related field, and minimum 5 years recent related experience and/or equivalent combination of education, training and experience. CPHR designation required.

What Makes You a Change Maker:

- Proficiency with HR systems including experience with ATS and/or performance management systems implementation highly preferred.
- Solid background in employee life cycle, including recruitment and retention, training and development, employee relations / engagement.
- Strong knowledge of current HR industry best practices, standards, and performance measures.
- Demonstrated cultural competency and commitment to working effectively with diverse populations.
- Equity informed and familiarity with Diversity, Equity and Inclusion best practices in the workplace.

- Ability to manage complex workloads and work with simultaneous priorities and projects while maintaining effective collaborative processes.
- Excellent written and verbal communication skills, with the ability to collaborate effectively with cross-functional teams.
- Possession of and the ability to maintain a clear provincial Criminal Record Check.

ISSofBC Value Proposition

- Expected Hiring Range: **\$26.47 - \$29.13** *Dependent on education, training, experience, and internal equity. *Wage grids are reviewed annually.
- Accrued vacation based on eligibility.
- Extended health and dental benefits upon joining.
- Employer RRSP contribution at 3% with no required employee contribution; Optional employee RRSP contribution at 1-5% with employer contribution up to 5%.
- Employee and Family Assistance Program (EFAP).
- Values-based organization with collaborative peers with a wide range of backgrounds and talents.
- Inclusive culture and innovative workplace with opportunity for new approaches.

We acknowledge Indigenous Peoples on whose territories we are privileged to work, welcome and support newcomers, including immigrants, refugees and students. We honour the Nations who have always cared for these lands, waters, and air. In line with ISSofBC's commitment to equity, we promote inclusive employment opportunities for women, Indigenous Peoples, people with disabilities, persons of diverse sexual orientations, gender identities or expressions (2SLGBTQI+), and racialized individuals. Guided by our values of Purpose, Improvement, Belonging, and being Genuine, we strive to create a collaborative environment where diverse perspectives and unique strengths are celebrated.

Applications must include "**25044-PCI**" in the subject line and can be sent to: jobs@issbc.org. **All applicants are requested to submit a Cover Letter, outlining their interest in this role, and Resume as a single document in doc or pdf format.

For Internal Applicants – existing employees and volunteers, please indicate "INTERNAL <job ID number>" in the subject line. Immigrant Services Society of British Columbia is committed to attracting and sustaining a diverse and inclusive workforce. Applicants must be eligible to work in Canada. Satisfactory completion of a Criminal Records Check is a condition of employment. Only those candidates considered for an interview will be contacted. Closing Date: **April 22, 2025**.

If You are Passionate about Making a Difference, Apply Now!