



Employment Opportunity

Position Title	Interim HR and Wellness Manager
Wage range	Commensurate on qualifications & experience
Location	Board office, Jones Road, Ladysmith BC
Reporting to	Human Resources Lead
Weekly schedule	Monday - Friday
Hours/Day	8am – 4pm
Employment type	1 year contract with possibility of extension

Stz'uminus Education Society

We provide learning opportunities for all ages, from infancy through to elder years, through our dynamic and integrated programs: Nutsuamat Lelum, Stz'uminus Primary School, Stz'uminus Community School, Post-Secondary & Continuing Education, Land-based Learning, Year 13/adults, Career Planning and job readiness.

Position summary

SES is looking for an HR & Wellness Manager, this role supports the Human Resources Lead in the administration of HR processes for SES employees.

The position

Hiring and Onboarding

- Manage Interview scheduling and Hiring Manager coordination
- Coordination with Communications team on maximizing sourcing channels for current vacancies.
- Manage the onboarding process.

Compensation and Wellness program administration

- Support payroll to validate information needed for biweekly payroll for SES employees
- Monitor benefits eligibility of SES employees
- Benefits negotiation and vendor management
- Manage benefits enrollment to programs including extended health & pension plans
- Organize events and programs that would promote employee well being

Employee Data and File Management

- Support employees with HRIS system access requirements and issues
- HRIS Management & routine reporting
- Manage Employee data retention. Ensures the completeness of employee records and ensure that critical communications are documented and filed.

HR Administration

- Provide support to HR Lead on the performance of all HR processes
- Coordinate meetings including preparations of agendas, scheduling, minute taking & distribution, and assist on the follow-up of HR action plans.
- Plan, organize & participate in events internally & externally
- HR forms custodian

What you bring

- Bachelor's degree in human resources or any related courses
- At least 2 years experience in HR administration, including payroll and benefits procedures would be a strong asset
- Experience in any HRIS/HCM system
- Intermediate Excel user with the ability to prepare meaningful HR reports
- Excellent communication skills: verbal and written
- Proven ability to learn new technology quickly and capable of supporting others to navigate these systems
- Adaptable, professional, comfortable managing multiple & changing priorities in a busy environment
- Ability to engage employees in a relationship-first service and support approach and respectful communication
- Openness to incorporate our indigenous Coast Salish culture, Hul'q'umi'num language & Stz'uminus ways of knowing in your professional practices & personal learning journey
- Collaborative team player who respects and values what each member of a community contributes
- You can successfully clear a Criminal Record Check for working with children and vulnerable persons

***To explore how we might work together,
we invite your application via careers@stzuminus.com
Open until filled (only those shortlisted will be contacted for an interview)***

