

Human Resources Coordinator - 333 King St

YFC Winnipeg

Full-time - Permanent

Youth for Christ Winnipeg is looking for a highly motivated and organized individual who is passionate about people and has a heart for ministry to serve as HR Coordinator. Located at 333 King St, the Youth for Christ Winnipeg office is home to ministries that reach thousands of young people each year. Ministries operate throughout Manitoba as well as in the city of Winnipeg, and all are administered through the head office.

A successful candidate for this position will recognize first and foremost that they will play a significant and vital role in the success of YFC Winnipeg; what you will do here will have an important impact on the young people who engage with the ministries at YFC. If you are passionate about helping others, and want to use your experience, skills, and knowledge to support the ministry of YFC in changing the lives of youth, then this may be the position for you.

Responsibilities

- Assist in staff recruitment and onboarding.
- Assist in ensuring policies and procedures are implemented and followed.
- Assist in utilizing and adapting, as needed, tools/systems/resources that assist ministry directors/supervisors in evaluating staff and programs.
- Assist in ensuring all HR records are up to date and filed accordingly.
- Assist with maintaining a current record of staffing opportunities.
- Provide additional support to the HR Director when needed.

Requirements

- Maintain a close, intimate relationship with God as a devoted follower of Jesus Christ.
- Be an active participant in the life of a local church.
- Affirm and support our organization's Community Covenant and Statement of Faith, and be committed to YFC's mission.
- A post-secondary certificate and a minimum of one year of experience would be an asset.
- Embrace YFC's core values with a strong heart for evangelism.
- Ability to learn and utilize HR software.
- Strong communication, organizational and administrative skills.
- Take initiative, pay close attention to details, and be willing to adapt.
- Able to work well in a team as well as on your own.
- Ability to manage multiple projects and deadlines while maintaining high standards of quality.
- Knowledge of G-suite applications (gmail, calendar, drive, docs, sheets, etc).

For more information or to submit your resume and cover letter, please contact Human Resources at hr@yfcwinnipeg.ca.