



# Ever Active Schools

## Job Posting

<b>Job Title:</b>	Human Resources Generalist
<b>FTE:</b>	1.0 FTE
<b>Annual Salary:</b>	Starting at \$62,000 commensurate with qualifications and related experience
<b>Start Date:</b>	Flexible start date between February 15 - March 1, 2021
<b>Location:</b>	Edmonton or Calgary, AB

### Ever Active Schools:

Ever Active Schools (EAS) is a registered national charity based in Alberta that is designed to assist schools in creating and sustaining healthy school communities. EAS contributes to the healthy development of children and youth by fostering social and physical environments that support the health and learning outcomes of students. We are an innovation-forward social impact organization that is passionate about well-being, and it shows in all we do! We're committed to creating environments that support health, learning, and growth because that's the type of place we want to live and work in. We value relationships - our work begins as collaborators, is built as partners and continues in friendship. We show up for each other and our communities, act with empathy and bring our authentic selves to work every day. We recognize, value and celebrate diverse abilities, identities, cultures and ways of knowing. We don't know all of the answers but we're listening, learning and growing. We're biased, but we think you'll like working here too.

### Opportunity:

EAS is pleased to welcome a Human Resources Generalist to our team who is a dynamic team player, comfortable with ambiguity, who embraces a growth mindset and holds our shared values. The successful candidate will work closely with the EAS leadership team to maximize employee potential and to develop and sustain dynamic people strategies. Planning, implementing, and evaluating human resources policies, programs and practices will be central to the role.

### Responsibilities Include:

- Full cycle recruitment inclusive to creating, posting and promoting job opportunities, coordinating and supporting the interview process, creating and extending job offers and contracts, employee onboarding;
- Benefits coordination;
- Organizational leadership in occupational health and safety;
- Participate in and coordinate employee reviews;
- Employee relations inclusive to any employee disciplinary action and/or terminations;
- Develop, lead and initiate innovative Human Resources strategic plans, policies and practices as well as facilitate existing policies and practice and support team compliance;
- Manage leave provisions coordination, requests and approval;
- Supports with business administration;
- Contribute to the healthy vibrant culture of EAS to welcome and inspire new team members;
- Support our strategies that care for and elevate the wellbeing of our staff.

### **Qualifications and Experience:**

- Degree or diploma in Business, Human Resources or related program;
- Formal accreditation such as CPHR, SHRM, IHRIM, etc. is considered as asset;
- Excellent communications skills both written and verbal;
- Expertise in all disciplines related to the HR function: workforce planning, full cycle recruitment, employee relations, labour relations, performance management and leadership development;
- 5-7 years of experience in Human Resources function within a small to mid-sized company/organization;
- Knowledge and experience with provincial and federal labour law, payroll and benefits;
- An understanding of wellness (health promotion), education-related and or charitable work is an asset.

Candidates must be willing and able to travel, and at times flex work time to include evenings and weekends.

EAS is committed to equity in its policies, practices, and programs, while supporting diversity in its community, school, and work environments; EAS encourages qualified applicants of all backgrounds and abilities to apply for this position.

**To apply, email a cover letter, resume and three confidential references to [employment@everactive.org](mailto:employment@everactive.org). Please include the position name in the subject line.**

Your application will be assessed based on how strongly your identified qualifications meet the criteria in the job advertisement. When applying, customize your application with your relevant skills and experience in order to address the job qualifications listed above. Reference letters are not required at this time; please only provide 3 reference names and contact telephone numbers.

**Application Deadline: January 25, 2022**

**Thank you for taking the time to apply. Only successful applicants will be contacted for an interview.**