



Employment Opportunity

People and Culture Coordinator Full Time Position (full time 40 hours/week) Closing Date: Until Suitable Candidate is Found

The Calgary Bridge Foundation for Youth (CBFY) is a charitable not for profit youth focused family centered hub that gives power of voice to immigrant and refugee children, youth and families. CBFY is in its 30th year of services and is a core leader within the youth domain in the Calgary settlement and integration sector. CBFY works in collaboration with the two public schools in Calgary, Calgary Board of Education and Calgary Catholic School district to ensure that youth and their families are equitably engaged to thrive and not merely to survive. In any given year the organization supports over 13,000 individuals.

Five factors are critical to CBFY's future success. These are 1) quality and sustainability of programming, 2) accessibility to families and individuals, and presence in the community, 3) engaged employees and volunteers, 4) accurately and credibly measured outcomes and 5) impact and expand capacity to meet the need. Employees are evaluated on organizational priorities and the following competencies, measurement, decision making, communication, continuous learning and positive relationships.

About the position:

Reporting to the Chief Executive Officer (CEO) and indirectly to the Human Resources (HR) Manager, this is a multifunctional role with its primary objective to ensure the effective and efficient operations of the CEO office, Board of Directors, the HR function and the general office through the integration of administrative systems and workflow and the compliance and accuracy of data and processes. In addition, the People and Culture Coordinator will provide reception coverage in the absence of the receptionist.

Scope of Duties and Responsibilities:

CEO and Executive Leadership Team Support:

- Act as point of contact regarding the scheduling and availability of the CEO as needed.
- Compose correspondence, report, presentations and spreadsheets for the CEO as required.
- Coordinate the logistics of meetings, retreats and travel for the CEO and leadership team as required.
- Undertake research and analysis as required to support the CEO and the maintenance of best governance and leadership practices.
- Attend leadership team and external meetings where the CEO and/or Director of Programming are in attendance, prepare agenda, take minutes and disseminate to attendees and key stakeholders in a timely manner.

Board Support:

- Manage board-related matters and administrative functions including the coordination of relevant documentation and distribution of board reports and correspondence.
- Coordinate board meetings and committee meetings, including preparation and distribution of board agenda packages and taking minutes
- Supports the Board with meetings, special events, Annual General Meeting and other arrangements.

General Administration

- Provides reception coverage in the absence of the receptionist.
- Maintain and organize corporate documents.

Facilities Support:

- Oversee and maintain general set up of offices and common areas.
- Maintains office efficiency by planning and implementing office systems, layouts, equipment procurement and general maintenance of furniture and equipment.
- Office management including inventory and ordering of general office supplies.
- Manage building contracts and all building related issues.

- Process development and maintenance of office keys
- Manage contracts for general office equipment servicing as well as cleaning and maintenance contracts.
- Coordinate parking stall usage.
- Develop and advise on ways to improve office functions and cost saving measures.

HR Support:

- Provide support in full-cycle staff recruitment and onboarding and offboarding of employees.
- Maintain accurate employee information in ADP Workforce Now. Ensure systems are set-up and updated to reflect our current employee base, including wages, sick, vacations and lieu time in line with contracts/offers.
- Benefits Administration
- Provide support in maintaining a confidential personnel record for each employee, in accordance with relevant legislation and agency policy.
- Provide support in preparing monthly HR report and quarterly HR Dashboard.
- Coordinate employee training sessions, workshops, and lunch and learns.

Project Management:

- Contribute to special projects and participate in internal committees as appropriate and time permits.

The duties and responsibilities outlined above are representative but not all inclusive. Other related duties as required and / or assigned.

Qualifications and Requirements

- 5 years' experience in a senior administrative position, preferably reporting to senior executives and board of directors.
- Diploma or degree in business, administration or related field.
- Excellent time management skills and strong attention to detail.
- Proficiency in Microsoft Office Suite software including Word, Excel, PowerPoint and Outlook scheduling.
- Ability to learn and adapt quickly to new software systems.
- Experience with planning and executing small events.
- Ability to plan, prioritize and organize work with multiple demands and deadlines.
- Superior communication skills, both verbal and written English
- Ability to work independently with demonstrated strong judgement and decision-making abilities.
- Demonstrated experience in dealing with confidential information.
- Ability to handle stressful situations with professionalism, tact and diplomacy.

Please [submit](#) your resume and cover letter. We thank all candidates who apply. Only those selected for an interview will be contacted. No phone calls please. The Calgary Bridge Foundation for Youth provides equal opportunity employment and encourages applications from all qualified persons. Visit our website at www.cbfy.ca