



Canadian
Bible Society

Human Resources Coordinator

Part-time temporary 12-month position, (three days per week).

Office location is 10 Carnforth Road, Toronto.

Are you interested in joining our team in this exciting and re-energized adventure providing people with access to God's Word? The Canadian Bible Society (CBS) is looking for a dedicated part-time, temporary Human Resources Coordinator who will work directly with the Vice President of Human Resources on the following projects.

Key Responsibilities:

- Work with the VP to implement and maintain a new HRIS (Human Resources Information System);
- Work on recruitment related tasks such as posting positions online and coordinating interviews;
- Track and update staff training systems;
- Create new training content for employees;
- Update and organize online shared folders;
- Assist with occasional meeting set-up and event planning;
- Complete health and safety related projects and tasks including workplace inspections;
- Provide backup for office management related tasks as needed;
- Other HR related projects as assigned.

Requirements:

- Three or more years of demonstrated successful human resources experience;
- College or university certificate in business, human resources or similar;
- CHRP (Certified Human Resources Professional) or working towards a CHRP designation;
- Strong experience with MS Office;
- Self-motivated, self-starter, proactive, flexible and determined;
- Personable, pleasant to spend time with and likes to work with people;
- Excellent communicator in English (written and verbal), French is an advantage;
- Open to feedback, willingness to learn and be humble;
- High degree of personal accountability, sets and works to achieve plans with agreed upon metrics;
- Effective team player, seeks understanding, respect, and collaborative relations;



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- Strong organizational skills, attention to detail, ability to multi-task under pressure;
- Maintains a high-level of confidentiality and discretion;
- Live within a reasonable commuting distance of the Toronto Office and willing to work from the office location three days per week on Monday, Wednesday and Friday preferably.

What does the Canadian Bible Society Do?

We are an interdenominational organization partnering with individuals, churches, and religious organizations who similarly believe that God's Word changes hearts and lives. Whether in support of Canada's latest incoming refugees or those affected by human trafficking in partnering countries, we continue to proudly contribute to the spiritual development of the people we reach, both in Canada and overseas. As we celebrate 110 years of ministry in Canada and abroad, the Canadian Bible Society (CBS), is uniquely poised to fulfill its mission to translate, publish, distribute, and encourage engagement with the Christian Scriptures.

To Apply:

Please forward your CV along with a cover letter detailing your interest in this position and the Canadian Bible Society, to humanresources@biblesociety.ca by February 23rd 2024.

Qualified candidates must be able to demonstrate a commitment to the core values and mission of the CBS. All offers of employment will be conditional upon the successful completion of reference checks, credit check and Police background check.