



JOB POSTING

POSITION TITLE	HR & Administrative Coordinator
REPORTS TO	Finance Manager
DIRECT REPORTS	HR & Administrative Assitant
COMMITMENT	Fulltime, Permanent

ORGANIZATION SUMMARY

Founded in 2008, PISE is a non-profit organization that provides programs and services for South Vancouver Island while managing the Pacific Institute for Sport Excellence facility, the first summer sport institute in Canada. Nationally recognized for work in the areas of **physical literacy** and **inclusion**, PISE is also a part of the ViaSport Regional Alliance in BC. The organization helps build a healthy, active community while focusing on inclusion, physical literacy, active living and supporting the development of performance sport. PISE's driving purpose is to transform lives through healthy activity and sport by providing physical activity and health education programming and services for children, youth and adults. Visit PISE.ca to learn more.

POSTION SUMMARY

Serving as part of the Leadership team, the HR & Administrative Coordinator carries three main areas of responsibility: working with Supervisors/Managers to provide human resources for a staff of 60 employees; acting as secretary to the Board of Directors through the Board Chair; and serve as an overall administrative, office management role for PISE. The HR & Administrative Coordinator is expected to work exceptionally well as part of a team, help identify priorities, resolve issues and make decisions using discretion and good judgment.

KEY ROLES & RESPONSIBILITIES

Human Resources:

- Provides the Management & Leadership Team with HR support for all PISE employees in the areas of employee relations, recruitment and selection, performance management, policy and procedure, etc
- Manage co-op student and volunteer recruitment programs
- Maintain the employee database and complete biweekly payroll within Payworks
- Serve as Administrator for employee RRSP plan and extended benefits plan; assist employees with submitting claims and add/remove employees from plans
- Ensure confidentiality is observed; use of discretion and tact
- With approval from the CEO, plan, develop, implement and maintains all policies and procedures that are associated with the efficient operation of the organization; continually looking ahead to improve policies and procedures where needed

Administrative:

- Provide administrative support to the CEO and Management team including drafting correspondence and reports, booking & tracking attendance for meetings, managing calendars, travel arrangements
- Serve as liaison between PISE staff and IT for all staff IT needs
- Oversee office equipment and supplies, ie- building keys, office supplies, and photocopier
- Maintain annual registrations and filings, such as renewing business license, renewing insurance, filing audited financial statements and renewing Society status with BC registry



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Board Governance:

- Serve as the main point of contact for Board of Directors and committee members
- Attend all governance meetings to record meeting minutes; distribute draft meeting minutes for review/edits by appropriate Board member, Committee member, or CEO
- Regularly communicate with Board Chair for signatures and meeting/agenda organization
- Maintain Governance Manual
- Manage and arrange Board and committee meetings; draft agendas, record meeting minutes and related correspondence for quarterly Board and Committee meetings, one Annual General Meeting, strategic planning sessions (every four years), and other planning sessions/meetings as they arise

KNOWLEDGE, SKILLS, AND ABILITIES

- Possesses strong leadership and interpersonal skills
- Analyzes issues and resolves problems with excellent judgment and decision-making skills
- Promotes teamwork and commitment to PISE's overall mission, vision, and goals
- Understands strategies and identifies areas for improvements
- Establishes realistic plans and executes efficiently
- Knowledge of relevant human resource policies, procedures and legislation
- Demonstrates drive and initiative
- Ability to build strong relationship based on trust, support, and open communication

QUALIFICATIONS

- Completion of, or currently completing, certificate or advanced diploma in human resources
- Familiarity with Payworks or other HRIS program
- Advanced skill with MS Word, Excel, Power Point and Outlook
- Strong organizational and administrative skills
- Experience with Board Governance an asset

COMPENSATION & BENEFITS

Compensation to be commensurate with education and experience. In addition, PISE offers a thorough extended health and dental plan available after 3 months, premiums paid by PISE; 2 weeks vacation for the first year; a complimentary fitness centre membership for employees and spouse; free parking; and a work environment that fosters health and wellness, within a state of the art, LEED certified facility.

TO APPLY

Please submit a resume and a cover letter by **11:59pm, February 14, 2020** to:

Robert Bettauer, CEO

careers@pise.ca

*Please note, due to the number of resumes received,
only candidates selected for an interview will be contacted.*

*Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of the four designated groups;
women, persons with disabilities, Aboriginal peoples, and visible minorities.*