



Position Title: Organization Development Coordinator

Position Status: Full-Time Temporary (This position to last not later than May 16, 2025)

Department: Human Resources and Corporate Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Professional / Technical, Level P1 (\$2,958.00 - \$3,480.72 bi-weekly)

Our Human Resources and Corporate Services Department is seeking an Organization Development Coordinator who will coordinate and support the implementation and delivery of programs and initiatives such as the employee health and wellness, internal communications, employee recognition, and EFAP programs. You will also provide recruitment support for various Organization Development programs, coordinate corporate events, and maintain and ensure the integrity of Organization Development program records.

You are: a Human Resources professional with 2-3 years' experience who enjoys a fast paced environment; has strong interpersonal and communications skills; good judgement, research, and problem solving abilities; and enjoys working both independently and within a team environment.

The Organization Development Coordinator reports to the Lead HR Advisor Organization Development.

This role:

- Coordinates and supports the implementation and delivery of Organization Development programs and initiatives, which impact employee wellness, engagement and inclusion.
- Coordinates the MetroFit program, including lunch and learns, various fitness and wellness events, flu shot clinics, wellness clinics, onsite fitness facilities, and massage clinics; drafts, coordinates and implements various components of the annual program plan.
- Coordinates the scheduling of the Internal Communications Program. Responsible for the internal communications calendar; researches topics to include in the calendar; reviews incoming correspondence and works with the Organization Development team and/or staff to finalize content; liaises with employees across the organization to draft and post internal communications content.
- Works in collaboration with the Lead HR Advisor, Organization Development, and the Procurement team to secure vendors; liaises with external vendors and consultants to develop and deliver services.

- Supports the Lead HR Advisor, Organization Development, with the administration of the Employee and Family Assistance Program (EFAP). Reviews and remits payment for monthly and ad hoc invoices; reviews and updates the EFAP intranet page; coordinates EFAP lunch and learns and events; reviews, posts, and archives monthly EFAP newsletters.
- Coordinates corporate events; researches and liaises with venues and vendors; drafts recommendations; coordinates volunteers; prepares communications and promotional materials; reviews and remits payment invoices. Supports various employee led initiatives as the Human Resources representative for event planning and communications.
- Provides support for ongoing recruitment activities for the Engineer in Training (EIT), Internationally Trained Engineers (ITE) and Canadian Work Experience (CWE) programs, including drafting postings and corporate communications, screening resumes, coordinating interviews and maintaining tracking documents.
- Coordinates the Employee Recognition Program, working with department liaisons to ensure employees receive recognition for service milestones. Provides information to employees and managers regarding the Employee Recognition policy. Researches, recommends and manages items for the recognition inventory.
- Conducts research on a variety of matters and makes recommendations for potential events and initiatives.
- Supports the development and documentation of business processes for the Organization Development program. Maintains and ensures the integrity of organization development program records and provides support and direction to the Human Resources Assistant on the same.
- Provides clear and consistent information to employees and managers regarding organization development programs, procedures and other related matters; responds to inquiries and escalates matters as appropriate.
- Performs other related duties as required.

To be successful, you have:

- 2-3 years of recent, related experience supplemented by a university degree or diploma in a relevant discipline such as human resources or business; or an equivalent combination of training and experience.
- Previous work experience in a complex organization with diverse organization development and engagement needs is an asset.
- Designation as a Certified Human Resource Professional is an asset.
- Knowledge and understanding of internal communications best practices and demonstrated ability to develop communications materials that engage diverse audiences.
- Ability to provide clear and consistent information regarding employee programs; ability to apply policies and procedures to routine and unique situations, as well as determine cases requiring the involvement of an appropriate advisor or manager.
- Ability to use judgment to evaluate, research, and resolve problems within established guidelines and procedures and determine which methods are applicable in any given situation.
- Strong verbal and written communication skills, including the ability to effectively listen, and support the resolution of problems; demonstrated ability to draft and revise internal communications and memos, from limited instructions or precedent.
- Ability to work independently under broad direction, including managing day-to-day priorities and planning for future needs.
- Strong interpersonal skills and ability to build and maintain effective and respectful working relationships; applies team effectiveness skills and contributes to the achievement of team goals.

- Skill in dealing tactfully and sensitively in a variety of situations including exercising substantial discretion with highly sensitive and confidential information.
- Demonstrated ability to organize and prioritize tasks to meet multiple time-based deliverables requiring a high level of detail and accuracy; persistent in overcoming obstacles.
- Considerable proficiency using a complex HRIS and applicant tracking system such as PeopleSoft.
- Proficiency using Microsoft Office programs, including Word, Excel, and Outlook.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by May 21, 2024.