

RECRUITMENT COORDINATOR

NATURE OF WORK:

Under the direction of the Manager of Human Resources, this position involves work of a highly confidential nature and requires considerable initiative, accuracy, and sound judgment. The Recruitment Coordinator will coordinate full cycle recruitment activities and related programs, and will create and maintain a City-wide recruitment schedule. While working closely with Human Resources leadership the Recruitment Coordinator will create and administer City-wide succession plans.

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall always be respected and practiced.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager of Human Resources.
- Works closely with all members of the Human Resources department.
- Develops and maintains working relationships with departmental managers, supervisors, and all City employees to provide recruitment support and assist with other HR related functions.
- Develops and maintains relationships with service providers, external agencies, consultants and associated professional groups.
- Deals with the public with integrity and in a professional and courteous manner.
- As a committed member of the Human Resources team with the City of Charlottetown, the Recruitment Coordinator will act as a positive role model for all staff throughout the corporation.

PRIMARY FUNCTIONS AND ACCOUNTABILITIES:

- Coordinates the Entry Level Seasonal and Casual application process and related filing system.
- Manages the recruitment general email address and the employment page of the City's website; responds to all employment related inquiries.
- Liaises with Department Heads to determine staffing requirements; works with departments and the Manager of Human Resources to update job descriptions as required and as appropriate within the City's collective agreements.
- In collaboration with the Manager of Human Resources, determines recruiting strategies to maximize

advertising ROI and ensure a high volume of high-quality applications.

- Advertises vacant positions both internally and externally, in print media and on websites, as well as through social media channels, in compliance with policies and collective agreements.
- Completes applicant comparison charts and pre-screens candidates as required.
- Connects with candidates by phone and by email to schedule and confirm interview times and locations.
- Crafts creative and relevant behavioral based interview questions and prepares interview packages for the selection committee.
- Represents Human Resources as a member of the selection committee, guiding the staffing process.
- Manages candidate testing software, suggests appropriate testing for positions to departments, and coordinates candidate testing as required.
- Creates letters of offer and letters to unsuccessful candidates, meets with candidates to present letters as appropriate, and creates eligibility lists when required.
- Completes reference and credential checks; ensures suitable criminal record checks are received by successful candidates.
- Research employment related funding relevant to the City's various departments.
- Research, compiles, tracks, and maintains City recruitment data and local labour market related statistics. Provides statistics to the Human Resources Executive Assistant to bring forward to committee meetings as required.
- Identifies and makes recommendations for new recruitment strategies and processes.
- Works in collaboration with department heads to develop and implement the City's succession planning process, ensuring employees are developing to fill key roles and to mitigate future vacancies in roles where internal candidates are not qualified.
- Acts as the Chair for the City's Job Evaluation Committee and coordinates required training or meetings as required for committee members.
- Creates and maintains organizational charts for all City departments as required.
- Creates and monitors employment equity initiatives.
- Ensures compliance with the City's Staffing Bylaw, all City policies, and all relevant legislation.
- As a committed member of the City of Charlottetown team, the Recruitment Coordinator will act as a positive role model for all employees throughout the organization.
- Performs other related duties, responsibilities, and functions as assigned.

REQUIRED COMPETENCIES:

- Knowledge of, and ability to apply, employment related policies and legislation including collective agreements, Employment standards, the Human Rights Act, PEI OH&S Act, FOIP, etc.
- Excellent judgment and the ability to handle highly sensitive and confidential data and situations with tact, professionalism, and discretion.
- Demonstrated experience using recruiting best practices and procedures.

- Advanced Microsoft Office skills and thorough knowledge of office equipment, procedures, databases, spreadsheets, and some knowledge with graphic programs required.
- Advanced, verbal, and written communication skills and the ability to engage others.
- Exceptional interpersonal skills paired with the demonstrated ability to build and maintain strong relationships with management, staff, and the general public.
- A strategic and creative thinker with the ability to work with detailed processes.
- Advanced organizational and time management skills to meet frequent and aggressive deadlines.
- Ability to grasp concepts, methodologies and approaches quickly and can develop and implement them effectively.
- Ability to work overtime on occasion to accommodate evening meetings and events.

REQUIRED QUALIFICATIONS:

- A recognized Post-secondary degree or diploma in Human Resources or a related field.
- Minimum three (3) years of recruitment experience, preferably in a dedicated Human Resources position.
- Experience working in human resources in a unionized environment would be a strong asset.
- CHRP or RPR designation is considered an asset.
- An equivalent combination of education and experience may be considered.

Salary: \$70,960.56 - \$83,483.80 annually as per the Management Non-Union Salary Grid.

How to Apply:

Please submit a cover letter and detailed resume by e-mail to jobs@charlottetown.ca. Your application must be clearly marked “**Application for Recruitment Coordinator**” and submitted by **April 22, 2025, at 4:00 PM**.

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive working environment where every person feels empowered to contribute. The City encourages applications from underrepresented groups including all designated equity groups with the skills and knowledge to productively engage with diverse communities. If you require an accommodation in any part of the recruitment process, please direct your inquiries, in confidence, to jobs@charlottetown.ca or by calling 902-629-4160.