

Human Resources Coordinator and Organizational Health Consultant

Please note that this is a leave replacement with a possibility of renewal. The **application deadline is January 13th, 2020 at 5PM**. Interviews will take place during the week of January 20th, 2020.

Position Summary:

The [Centre for Community Organizations \(COCO\)](#) is a provincial non-profit that works to nurture an inclusive, social-justice oriented Quebec community sector where grassroots organizations can thrive. We believe that is an important part of creating a more just and equitable society overall. To this end, COCo provides training, accompaniment, and technological support to small, ground-up, and social-justice focused organizations. We also use our research to steward dialogue and change on issues of inclusion and diversity in the Quebec non-profit sector.

The **Human Resources Coordinator and Organizational Health Consultant is primarily responsible for:**

- The development and implementation of collaborative human resources (HR) processes and initiatives that promote staff well-being, organizational efficiency, and that align with our values
- Supporting grassroots community organizations to thrive through accompaniment, facilitating group change processes, trainings, and conflict resolution

Start Date: February 10, 2020

Contract length: 1 year leave replacement with a possibility of renewal

Hours: 30 hours a week. Occasional early morning, evening and weekend work will be required with notice.

Compensation: \$30.17 an hour

Benefits: Health insurance, pension plan, 4 weeks vacation

Work Environment:

You would be joining a team of 9 [staff members](#) and a community of affiliate facilitators in:

- a horizontal, highly collaborative, and non-traditional work environment
- a fast paced, dynamic, high performance team
- an open office environment

Accessibility:

COCO's offices and bathrooms are wheelchair accessible. As we are in a shared building, we cannot guarantee a scent-free space. However, we aim to have a scent-reduced space. If you have specific questions relating to the accessibility of our space, please email Emily at emilyyc@coco-net.org.

Tasks and Responsibilities:

Human Resources Coordination:

- Champion COCo's cultivation of a welcoming work environment through:
 - the integration of anti-oppressive and social justice values within our policies and practices
 - maintaining and sharing a deep understanding of the chronic strain or stress of being marginalized, including: racism, homophobia, transphobia, poverty, living with disability, transmisogyny and the effect this has on employee experience of the workplace
 - deepening the processes that support a healthy functioning of our horizontal structure
- Ensure, develop and implement collaborative HR processes, initiatives and practices that are aligned with our values and horizontal structure. This includes, but is not limited to:
 - the recruitment, hiring, onboarding, probation, and offboarding of employees
 - ensuring regular updates to staff contracts and workplans
 - supporting employee welfare and retention through regular check-ins, evaluation processes, conflict resolution, and benefits administration
 - the development and review of HR policies and procedures
 - leading or supporting the team in performance management issues when necessary

Organizational Health Consultant:

- Support the health and wellbeing of grassroots community organizations through:
 - accompaniment of organizations through long term organizational change (vision and mission work, strategic planning, restructuring are some examples)
 - design and facilitation of workshops, training, and group change processes
 - continued development of organizational change strategies related to anti-oppression, anti-racism, and social justice values
 - mediation of interpersonal conflicts within organizations

Collective Management:

- Participate in COCo's collective management and administration through its horizontal and consensus-based decision-making structures.
- Participate in collective tasks including office and phone coverage and office maintenance.

- Provide support to community groups (by phone or in person), engagement in staff meetings, board meetings, AGM, learning and reflection sessions and retreats and other ongoing organizational needs.
- Actively engage in critical reflection (both on an individual and organizational level) about anti-oppression, social justice, and accessibility principles and their implementation in the workplace.

Qualifications:

At COCo, we recognize the value of both paid and unpaid work. We encourage applications from candidates who meet **some or all** of the following qualifications:

- experience with human resource practices and processes
- experience as a consultant, facilitator, trainer or mediator
- experience with Quebec's community sector
- an understanding of anti-oppression frameworks, and experience in integrating these ideas into their work and responsibilities. Notably, with regards to:
 - Hiring and retention practices
 - Developing and reviewing policy
 - Workshop design and facilitation with adult learners, including the development of pedagogical tools
- understanding of barriers experienced by racialized and other marginalized communities in Quebec
- ability to write, speak, and facilitate in French and English

Successful Candidates Will Possess the Following:

We are looking for someone who brings a **passion for organizational change work**, an **aptitude for human resources processes**, and **strong interpersonal skills** to join our team. Other qualities include:

- ability to work creatively with a broad range of people and perspectives
- ability to work both autonomously and with others in a highly collaborative work environment
- ability to be organised and prioritise tasks
- willingness to support COCo's commitment to amplifying marginalised voices in the community sector

Hiring Process:

To Apply:

All candidates are asked to [fill out this form](#), in English or in [French](#), instead of a cover letter. The form will also ask you to include your resume in a PDF format. **You can edit your responses after they have been submitted until the deadline of 5:00 PM, January 13th, 2020.** If you have any problems with the form, please email Jeneffer at jeneffer@coco-net.org.

Our Hiring Process:

We evaluate all applications anonymously, to ensure a higher degree of objectivity in our selection process. Only candidates chosen for an interview will be contacted. Interviews will be conducted in both English and French and should take place during the week of January 20th.

If you wish to be considered for employment equity:

COCO values the contributions that individuals who identify as members of marginalized communities bring to our organization. We encourage, among others, Indigenous people, people of colour, people with disabilities, people identifying as LGBTQI, women, formerly incarcerated or institutionalized people, immigrants and people from working class backgrounds to apply. We also understand that applicants may experience a number of these identities simultaneously in ways that reinforce and nuance their experience. We are committed to creating an organization as diverse as the communities we serve.

If you wish to be considered for employment equity, you can let us know in the application form. Please note that it is not required that candidates explain why they would like to be considered for employment equity.