



Human Resources Coordinator

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

About Vancouver Region Educational Services:

Vancouver Region Educational Services (VRES) is a non-profit organization offering accessible and meaningful learning experiences to communities across the Vancouver Region. We support growth through educational programs, youth initiatives, and community partnerships that encourage skill development, confidence, and creativity.

About this opportunity:

As a Human Resources Coordinator, you will play an integral role in supporting VRES's human resources operations while assisting in the delivery of educational and community programs. You will help coordinate recruitment, onboarding, employee support, and training efforts, while also working directly with students during camps and programs. This dual role offers the opportunity to contribute to both organizational efficiency and the learning experiences offered to the community.

Key responsibilities are as follows:

- Conduct recruitment activities, including posting job descriptions, screening applications, coordinating interviews, and supporting hiring decisions.
- Assist with onboarding processes by preparing documentation, conducting orientations, and ensuring new hires are set up for success.
- Serve as a point of contact for HR-related inquiries and provide responsive communication to employees and applicants.
- Assist with coordinating employee training, professional development sessions, and tracking mandatory certifications.
- Maintain HR records, documentation, and compliance requirements in alignment with company policies and employment standards.



- Collaborate with internal teams by providing HR support to various departments to strengthen operational efficiency.
- Deliver day camps (e.g., March Break Camp, Weekend Camp, and Summer Camp) and other virtual and in-person educational programs across Metro Vancouver.
- Work in various sectors of the company! While much of your time will be spent supporting HR and teaching tasks, you will also take on responsibilities related to other fields (e.g., administration or program planning) to support organizational development.

Requirements:

- Dedication and passion for all-round language, STEAM, and sports education; community services; program development and management; and collaborative work.
- Experience in HR administration, recruitment, or related roles is an asset.
- Strong customer service skills and excellent written and verbal communication skills for interacting with applicants and employees.
- Proficiency in using Google Workspace and basic HR tools or tracking systems.
- Creative and innovative thinking, with strong problem-solving and interpersonal skills.
- Excellent organizational skills and ability to meet deadlines in a fast-paced environment.
- Ability to work 35 to 40-hour work weeks, including evenings and weekends based on your assigned shift.
- Mobility to commute to locations (e.g., schools and community centers) across Metro Vancouver to deliver programs and attend events.
- A valid Standard First Aid with CPR-C certification and satisfactory Vulnerable Sector Check are required (not reimbursed). These can be obtained after co-op employment is secured but must be acquired before the first day of work.
- Candidates must be between 15-30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

Assets:

- Prior knowledge of HR principles and practices, and experience in HR or administration.
- Experience teaching and/or working with children and adolescents.
- Fluency in more than one language (reading, writing, speaking, and listening abilities).
- Access to a car and a valid Class 5/7 British Columbia driver's license.

This is a fully in-person position. Salary ranges from \$18.25-26/hour, dependent on experience, skills, education, and role.