



## CAMP OOOH & CAMP TRILLIUM Sr. Coordinator, Recruitment

Reporting to the Director, Human Resources, the Sr. Coordinator, Recruitment will assist in developing the organization's recruitment strategy and annual recruitment budget, and will lead the execution of the recruitment strategy including tracking recruitment spend, quarterly recruitment resource and action planning, working closely with hiring managers across the organization on fulfilling various hiring needs, and collaborating with the HR Team on the onboarding process and new hire journey.

The Sr. Coordinator, Recruitment is positioned in a hands-on role to deliver end-to-end recruitment services across Camp Ooch & Camp Trillium, including researching and implementing new recruitment programs and opportunities to assist the organization in meeting both our operational goals as well as our equity, diversity and inclusion goals. This role is a key member of the HR Team, acting as an experienced and knowledgeable recruitment partner for people managers, and working closely with the HR Team to help develop and implement the broader HR strategy.

The incumbent, working collaboratively with others, also takes a leadership role in developing a culture that enables employees to perform in accordance with the organization's objectives.

As a member of the HR Team, the incumbent may be asked to lead or contribute to special projects that arise as part of the HR strategy, as well as to stay current with, and help Camp Ooch & Camp Trillium navigate through, all applicable legislation and other HR regulations, existing and upcoming.

### **Experience and Qualifications:**

#### Required Criteria

- Post-secondary education with a focus in Human Resources.
- 3-5 years' professional experience in full-cycle recruitment.
- Professional experience in an HR Coordinator capacity.
- Professional experience drafting policies, building critical paths, and contributing towards strategic plans.
- Exceptional organizational skills, and rigorous attention to detail and accuracy
- Self-starter who enjoys taking initiative with an ability to multi-task and prioritize.
- Ability to adapt easily to change and highly motivated to handle a fast-paced environment.
- Excellent communication and interpersonal skills.
- Customer-service orientation, with the ability to develop lasting and productive relationships with both internal and external stakeholders.

- Knowledge of relevant employee relations, Human Rights, and employment standards legislation and practices as mandated by Ontario.
- Proficient computer skills, including MS Office (Word, Excel and PowerPoint).
- Ability to furnish a police reference check with vulnerable sector screening.
- Current G class driver's license and the willingness and ability to be insured on our auto insurance policy.

#### Advantageous Criteria

- CHRP designation.
- Experience with ADP Workforce Now and project management platforms is an asset.
- Experience working with an ATS is beneficial.

#### Particular Working Conditions:

- a) Working in an open office setting as well as working from home.
- b) Occasional day and overnight travel in order to observe or participate in programs or attend recruitment events.
- c) In consideration of the population Camp Ooch & Camp Trillium serve, the incumbent is a non-smoker.
- d) Participation and assistance, from time to time, in key events involving the organization.
- e) The job is performed in a generally hazard free office environment and in a clean atmosphere. Some lifting, carrying, pushing, and/or pulling of materials to/from meetings or presentations is involved.

#### Compensation & Benefits

This position offers an annual salary range of \$53,000 - \$58,000 commensurate with experience, full benefits package, vacation, and professional development.

#### To Apply

Please submit a resume and your salary expectations to [careers@ooch.org](mailto:careers@ooch.org) with the email subject reading **2021043 – Sr. Coordinator, Recruitment**.

#### Equal Employment Opportunity

Camp Ooch & Camp Trillium invites applications from all qualified individuals. We are committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

#### Accessibility

Upon request, Camp Ooch & Camp Trillium will provide to applicants with disabilities, accommodations that take into account the applicants' accessibility needs, in order to facilitate participation in the recruitment, assessment, selection and hiring stages.