

# Flourish with Carya



## People & Culture Coordinator

### ABOUT THE ROLE

**Location:** Central Commons, 800-1000 7 Ave SW

**Full Time Regular:** 37.5 hours per week      **Salary:** \$49,500 - \$62,500

The People & Culture Coordinator supports HR processes across the employee lifecycle while contributing to a positive, connected, and values-driven workplace. This role serves as a key point of contact for staff, providing day-to-day HR support and ensuring practices are clear, consistent, and aligned across the organization.

In addition, the Coordinator leads and serves as the primary contact for Carya's student and volunteer portfolios, supporting meaningful, well-structured experiences that reflect our values and commitment to people-centered practice.

### WHO YOU ARE

- You lead with empathy, integrity, and respect, bringing a people-centered approach to every interaction.
- You are collaborative and adaptable, building strong relationships and supporting others with clarity and care.
- You are organized and growth-oriented, a systems thinker, with a commitment to continuous learning and thoughtful, detail-oriented work.

### WHAT YOU WILL DO

#### People & Culture Coordination

- Coordinate recruitment, hiring, and onboarding processes to ensure a welcoming and positive experience for candidates and new employees.
- Maintain accurate and confidential HR records, supporting all stages of the employee lifecycle including changes, leaves, and offboarding.
- Respond to inquiries from staff, students, volunteers, and interns with a strong understanding of organizational programs and impact.
- Support health and safety practices, WCB and disability processes, and compliance with employment legislation and internal policies.
- Contribute to employee engagement initiatives, staff events, training, and internal communications.
- Liaise with Finance to support payroll, benefits administration, and related processes.
- Use tools and technology, including AI, to enhance efficiency while keeping people and relationships at the center.

#### Volunteer & Student Services

- Support recruitment, screening, and onboarding of volunteers and students in alignment with agency practices.
- Maintain relationships with educational institutions, internal teams, and community partners.
- Coordinate placements and ensure all credentialing requirements are met prior to participation.
- Provide guidance and support to supervisors working with volunteers and students.

#### Volunteer Engagement & Program Support

- Coordinate volunteer involvement across programs to meet organizational needs.
- Facilitate onboarding sessions, training, and ongoing learning opportunities for volunteers.



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- Support agency initiatives such as the Tax Clinic and National Volunteer Week.
- Contribute to the development and maintenance of volunteer resources and tools.

## Systems & Operational Support

- Support the effective use of systems such as Better Impact, ensuring accurate and up-to-date records.
- Monitor credentials, approve volunteer hours, and conduct regular audits to maintain data integrity.
- Assist in delivering training on systems, processes, and tools.
- Contribute to organizational and cultural initiatives that foster a connected, values-aligned workplace.

## WHAT YOU BRING

- **Post-secondary education in human resources is required.**
- A minimum of 2 years of experience in a human resources capacity.
- CPHR designation or working toward designation.
- Volunteer coordination experience considered an asset.
- Knowledge of Alberta employment standards and health & safety legislation; familiarity with the social impact/nonprofit sector is an asset.
- Demonstrated knowledge of core HR practices, including employee relations, performance management, training and development, and return-to-work processes.
- Ability to interpret and apply policies, procedures, and legislation.
- Strong attention to detail with the ability to maintain confidentiality and exercise sound judgment.
- Excellent interpersonal, facilitation, and communication skills (written and verbal).
- Demonstrated ability to collaborate and contribute to a culture of accountability, inclusion, and continuous improvement.
- Positive, service-oriented approach with a commitment to quality and follow-through.
- Experience with HRIS systems (e.g., ADP Workforce Now) and volunteer management systems (e.g., Better Impact) is an asset.
- Advanced skills in Microsoft 365 (SharePoint, Word, Teams, Outlook; working knowledge of Excel); familiarity with Power Automate is an asset.
- Strong organizational, time management, and calendar/email management skills
- Project management experience is an asset.
- Valid driver's license, vehicle, and insurance for occasional travel between locations.

## WHY JOIN TEAM CARYA

Be part of a community of over 100 passionate professionals who live our values of Respect, Kindness, Creativity, Collaboration, Belonging, and Wellness. Together, we make a difference in the lives of more than 40,000 Calgarians every year.

At Carya, we offer:

- **Exceptional work–life balance.** We empower our team to thrive by valuing rest and renewal. Enjoy ample time off, including three (3) weeks paid vacation pro-rated to start date, personal days, and office closure days, so you can bring your best self to work and beyond.
- **Comprehensive benefits.** We invest in your wellbeing and future. You have the opportunity to enrol in employer-paid extended health coverage, including an annual health spending account, after three (3) months, as well as co-pay dental and an RRSP matching program after six (6) months. This support helps employees stay healthy, focused, and confident.
- **Flexibility and support.** We prioritize the growth and development of our team. Our collaborative environment encourages learning, skill-building, and taking initiative, empowering you to make a meaningful impact every day.
- **A culture of belonging.** We value your unique strengths and perspectives. By celebrating diversity



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and fostering inclusion, we create a workplace where everyone can contribute fully and feel empowered to succeed.

## CLOSING DATE

Until a suitable candidate is found.

## HOW TO APPLY

Please apply through our online recruitment platform at [www.caryacalgary.ca](http://www.caryacalgary.ca). Create an account to upload your resume and cover letter (PDF preferred). Please note that applications submitted without a cover letter will not be considered. We appreciate all expressions of interest, however only candidates selected for an interview will be contacted.

## Equal Employment Opportunities, Requesting an Accommodation, and Other Employment Statements

Carya is deeply committed to building a workplace where inclusion is not only valued but prioritized. We are proud to be an equal-opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neurodiversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

Carya is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request an accommodation, please contact People & Culture by email at [HR@caryacalgary.ca](mailto:HR@caryacalgary.ca) in advance of your interview.

The successful candidate must satisfactorily complete a Police Information Check. Carya will provide a digital voucher for the successful candidate within city limits or reimburse the cost for those living outside city limits.

