



Job Title: Organizational Development Coordinator
Job type: Full-time, Temporary
Hours: 480 hours, 16 weeks, 30 hours a week
Schedule: Must be available Monday to Friday, weekends, and evenings
Work remotely: No
Starting date: May 9, 2022
Salary: \$18 per hour

Job Description:

Organizational development in HR involving changes and improvement of the processes and structures within the organization. Including but not limited to the processes and systems related to performance management, talent management, diversity, employee wellness, Employment Law and Compliance, Compensation, Benefits and Administration. Developing Policies and manuals to guide and develop structure within the organization.

Qualifications and Requirements:

- Applicants must be currently enrolled in secondary or post-secondary and be returning in the fall of 2022.
- Must be the age of 18-30 years old, living in Manitoba, and legally entitled to work in Canada.

Key Qualities:

Teamwork - Teamwork refers to the skills needed to interact with other people. At work, people work with others in pairs and in small and large groups to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts and complete other activities that involve teamwork.

Communication - Communication refers to the skills needed to exchange thoughts and information with other people. This exchange can happen orally by speaking, listening and using non-verbal cues, such as body language or in writing. At work, people use communication skills to talk to customers, discuss products with suppliers, explain work procedures to co-workers, participate in virtual sales meetings with clients, and other activities that involve verbal or written exchanges.

Digital skills - Digital technology refers to the skills needed to understand and use digital systems, tools and applications, and to process digital information. At work, people use digital technology skills to input, access, analyze, organize, create and communicate information and ideas using computers, software, point-of-sale equipment, email, podcasts, web applications, smartphones and other digital devices.

Leadership - Leadership refers to a number of skills, including communication, relationship building, and the ability to delegate and traits such as honesty. At work, leadership skills are required when working in a team, demonstrating initiative, and taking responsibility for the completion of tasks that require multiple employees.

Key Responsibilities:

- Ability to engage with community coordinators, and community members to form a productive working relationship.

- Ability to assist team members to prepare awareness and approaches that work directly with the community.
- Other duties as assigned

Knowledge and Experience:

- Experience working within a large and diverse team in a dynamic environment.
- Significant experience in working with a non-profit organization is an asset.
- Experiences in assisting community programs are an asset.

Skills and Attributes:

- Must have organizational and communication skills.
- Ability to work independently and as part of a team.
- Must have excellent time management skills.
- Excellent and creative problem-solving skills.
- Must be willing to contribute, develop and deliver services to community members.

Resumes can be sent to: chalmersrenewal@mymts.net with the subject head as *Organizational Development Coordinator – your first and last name*

If you have any further questions or concerns, please contact (204) 669-0750.

Process of selection: Given this program has many responsibilities, we recognize the best candidate may not meet all the listed criteria above. Although, we encourage all interested applicants with relevant experience to apply even if you do not match the job description perfectly.

We thank all applicants for their interest in Chalmers Neighbourhood Renewal Corporation; However, only those selected for an interview will be contacted.

Application closing date: When the position is filled.