

HOLLYHOCK

Position: Human Resources Lead

Reports to: CEO

Hours and Location: Full-time, Year-Round on Cortes Island

Compensation: \$56,000 - \$70,000 annually plus health benefits

ABOUT US

Hollyhock creates meaningful experiences to inspire personal growth and social transformation. We host programs, trainings, and signature programs each year on our Cortes Island campus and online; immersing our staff in a culture of connection, personal growth, and progressive social change.

We believe that employees who reflect the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply.

Please feel free to state any aspects of your identity that may contribute to diversity in our workforce in your cover letter, so we can prioritize your application.

ABOUT THE ROLE

The Human Resources Lead works with the Hollyhock Leadership team to create a meaningful and connected workplace for our staff ranging from 12-80 depending on the time of year. This role participates in all areas of the employee experience including recruitment, performance management and development, compensation and benefits, justice, equity, diversity and inclusion, policies and procedures, and employee engagement.

ABOUT YOU

The ideal candidate will have a passion for people and dynamic experience in all facets of staff and culture and a drive for creating a progressive work environment. You have proven successful in areas such as recruitment, onboarding, workforce planning, performance management and career development. You believe in the importance of justice, equity, diversity and inclusion in the workplace and community. You are self-motivated and want to contribute to an organization that champions team collaboration, personal growth, and social change.

KEY RESPONSIBILITIES

Strategic HR Leadership

- Champion an environment of justice, equity, diversity, and inclusion (JEDI) using this lens to reduce barriers in the workplace.
- Analyze overall compensation offerings ensuring pay equity and staff retention.
- Develop and implement HR strategies and initiatives in collaboration with the Senior Leadership Team. Ensure initiatives are aligned with the overall business strategy and people and culture goals.
- Initiate and execute the annual people strategy, including but not limited to recruitment, onboarding, performance management, compensation planning, seasonal reviews, succession planning, career development, and employee retention and engagement activities.
- Conduct employee engagement surveys, review results, recommend and implement strategies to improve the employee experience.

Employee Management

- Manage the recruitment strategy and process including, posting vacancies, screening applications, coordinating interviews, completing reference checks, drafting, and presenting offers.
- Collaborate with managers on employee structure and planning, ensuring seasonal needs are considered.
- Coordinate skill building and career planning opportunities.
- Manage the coordination of staff housing for seasonal and remote employees.
- Ensure regular performance conversations between employees and their managers
- Support and guide leaders through coaching, mediation, and performance management conversations, advising on next steps when escalation is needed.
- Lead Health & Safety standards of practice, incident follow up and WCB documentation.
- Participate in employee disciplinary meetings, terminations, and investigations.
- Handle employee relations issues such as work complaints, misconduct, harassment allegations, or other employee concerns. Escalate issues to Senior Leadership as necessary.

HR Administration

- Collaborate with leaders to develop, revise, and simplify HR policies and processes, ensuring alignment with Hollyhock's values.
 - Ensure employee files are kept up to date with relevant documentation, working with payroll to implement salary changes, benefits deductions, and other payroll related changes.
 - Maintain and update job descriptions as needed.
 - Administer health benefits and negotiate plan renewals.
 - Maintain up-to-date knowledge of the external environment, legal trends, and changes.
 - Develop and maintain records, and reports to ensure legal and regulatory compliance requirements are met.
 - Work with sensitive information and maintain strict confidentiality.
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QUALIFICATIONS

- Education or certification in Human Resources, Business Management, or relevant field or a combination of education and/or work experience.
 - Working knowledge of Human Resources discipline including but not limited to employee relations, performance management, recruitment, compensation administration and justice, diversity, equity, and inclusion.
 - Strong knowledge of relevant employment laws and geographic specific regulatory requirements in Canada.
 - Proficient in Google Suite and other cloud-based tools (Asana, HubSpot, and Slack).
 - Knowledge and experience utilizing various HR technology solutions.
 - Excellent written and verbal communication skills.
 - Strong decision making and critical thinking skills.
 - Highly motivated, ability to prioritize and complete projects within deadline.
 - The successful candidate must legally be able to work in Canada and enjoy living in a beautiful and small remote island community.
 - Flexibility and adaptability to changing operational needs is essential.
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WORKING CONDITIONS

- On our Cortes Island Campus with the possibility of hybrid work from Dec – Feb.
- This work involves sitting at a computer for long periods at time and walking the varied campus terrain.
- Varied work schedule including some weekends, evenings and statutory holidays.
- Accommodation is not provided.

APPLY

If this sounds like the right role for you, please apply by sending your cover letter and resume to pamela@hollyhock.ca telling us why you'd be the perfect fit.

Short-listed candidates will be contacted in early January 2023.

We look forward to connecting with you!