



Job Posting #E014-19

People and Culture Advisor – Full Time Excluded

New Westminster, BC

Lookout Housing and Health Society is a charitable organization and social safety net that provides housing and a range of support services to adults, with low or no income, who have few, if any, housing or support options. As the people we serve have challenges meeting basic needs and goals, we place minimal barriers between them and our services. We believe that helping people help themselves is essential in addressing homelessness and all the issues that surround it. Securing appropriate housing is the first and most essential step in achieving independence for individuals. For more information about Lookout, please visit www.lookoutsociety.ca

Position Summary

The People and Culture Advisor supports the day to day administration, coordination and evaluation of Lookout's People and Culture functions. Key duties and responsibilities include providing advice, expertise and support to the leadership team, including full-cycle recruitment, employee relations, training and development, performance management, policy and legislation, collective agreement application/interpretation, attendance and disability management and employee health & safety. This position requires travel throughout the lower mainland for meetings.

Qualifications:

- Post-secondary education in People and Culture
- CPHR certification or working towards
- Three plus (3+) years or more People and Culture related experience
- Three (3) to five (5) years working in a non-profit, unionized environment
- Experience with scheduling, payroll, budgeting and benefits administration
- Knowledge of Employment Standards and the Human Rights Code
- OFA 1 First Aid and NVCI or equivalent certification
- Valid driver's license and driver's abstract; owns a reliable vehicle

Skills and Abilities:

- Strong collaborative approach to building and maintaining effective working relationships
- Proven ability to apply policies, procedures, and collective agreement language
- Demonstrated ability to prioritize tasks to meet multiple time based deliverables requiring a high level of detail and accuracy; persistent in overcoming obstacles
- Demonstrated experience collecting statistics, delivering reports and conducting investigations
- Strong time management skills with the ability to manage a workload with multiple priorities
- Effective verbal and written communication skills
- Demonstrated ability to draft business letters, memos, and job postings from limited instructions or precedent

Submit **cover letter** and **resume** expressing your interest in this opportunity to:

Terri.mackay@lookoutsociety.ca

Application will be accepted until: **June 14th, 2019 at 5:00 pm.**

*Please note only shortlisted candidates will be contacted for an interview. **No phone calls please.**