

## Human Resources Generalist (Internal/external Job Posting)

We are currently seeking a proactive, resourceful, and collaborative individual to join our HR team as a Human Resources Generalist with a Focus on Learning & Development, as we continue our journey of strategic transformation.

### About Us

Incorporated in 1894, The Association of Neighbourhood Houses of British Columbia (ANHBC) is one of the largest and oldest non-profit charitable organization in BC. Made up of eight neighbourhood houses and an outdoor centre in Metro Vancouver area, we have over 800 staff and work with thousands of volunteers from all walks of life. At ANHBC, we are committed to Truth and Reconciliation, decolonization, anti-racism and social justice. To learn more about ANHBC, please visit <http://www.anhbc.org>.

### About this Role

Reporting to the HR Director, the Human Resources Generalist works collaboratively with colleagues within the HR team (including payroll and benefits), as well as teams and people leaders across the organization, to create a consistent and engaging employee experience that aligns with our Strategic Transformation and Internal People strategies. With a strong emphasis on Learning & Development (L&D), the primary focus of this role is on building the capacity of the people leaders across ANHBC, many may not have formal HR training, through effective HR resource development and foundational training, particularly around recruitment, onboarding and talent development practices. Some of the key duties and responsibilities include:

- Collaborate with various teams and people leaders to identify training needs; design, develop and facilitate foundational HR-related training sessions
- Develop practical toolkits, templates, and guides to support and empower people leaders managing day-to-day HR activities throughout employee life cycle
- Continuously review, evaluate and enhance resources to ensure alignment with evolving organizational priorities and HR best practices, in alignment with our core values

### About You

- A minimum of 2 years of related work experience as an HR Generalist, with a focus on training and development, recruitment, onboarding and talents management. CPHR or CPHR candidate, and experience in a non-profit or charitable organization considered a strong asset.
- Proven ability to develop and facilitate training programs, and to create tools, templates, and guides to support HR processes for users with limited formal HR training.
- Excellent verbal and written communication skills, with a talent for collaboration and relationship building.
- Advanced proficiency in Microsoft Office Suite, particularly Word, Excel, and PowerPoint; experience with recruitment, onboarding and learning platforms and HRIS systems (e.g., ADP Workforce Now) a must.
- Highly organized, with the ability to manage multiple priorities and meet deadlines effectively.
- Demonstrated experience working collaboratively with diverse groups, including BIPOC, LGBTQ2+, and individuals with varying abilities, to foster an inclusive workplace

### Salary and Benefits:

Starting annual salary between \$70,201 and \$80,507 depending on factors such as competencies, experience and internal equity.  
Competitive benefits plans including Municipal Pension Plan and Group Medical (100% employer-paid premium for Life, AD&D, Extended Health and Dental)

### Terms of Employment:

Regular full time at 35 hours per week, flexible hours and hybrid work arrangement available (weekly onsite work out of our Vancouver office and travel to other sites across Metro Vancouver is required)

### Closing Date for applications: Submit cover letter and resume to

Thursday December 19, 2024 by noon  
Lily Chen, CPHR, Human Resources Director at ANHBC  
Email: [lchen@anhbc.org](mailto:lchen@anhbc.org)

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and inclusion. We encourage qualified individuals from all backgrounds and identities to consider applying for the position.

*We thank and acknowledge all applicants and will proactively contact those selected for interviews*

We acknowledge that our houses, camp and central services office are situated on the stolen, traditional, ancestral and unceded territories of the Coast Salish people including the Musqueam, Squamish, Semiahmoo, Kwantlen, Tsleil-Waututh, Kwikwetlem, Tsawwassen and Sto:lo Nations