



Human Resources Coordinator

The Opportunity

Do you thrive in a fast-paced environment where priorities can shift quickly? Are you passionate about employee relations and building trusted relationships with staff, clergy, parishes, and leadership? Are you highly organized, detail oriented and confident managing sensitive HR records, systems, and documentation? Are you able to manage conflict, address concerns and assist others?

The Anglican Diocese of Toronto is looking for a HR Coordinator who is responsible for recruitment, workshops and events for the Diocese, provide HR support to parishes, general support to the department, and assist with the Screening and compliance process.

Major Responsibilities:

- Responsible for full-cycle recruitment of junior roles and assist with senior roles.
- Responsible for new staff onboarding and employee departures or status changes.
- Review clergy appointment letters; ensure they are written consistently and in alignment with Canons.
- Prepare and submit employer work permit applications to Immigration, Refugees and Citizenship Canada (IRCC), respond to related inquiries, and monitor work permit expiry dates to support timely renewals and maintain valid authorization to work.
- Process, maintain and ensure accuracy of employee and clergy data in the personnel files and in the database.
- Provide advice and recommendations to parishes regarding Human Resources issues.
- Formulate and recommend human resource policies for the Diocese in consultation with the Director of Human Resources by keeping abreast of developments in employment legislation.
- Participate and assist in the development, coordination and implementation of any new policies.
- Maintain a working knowledge of required policies and procedures, employment legislation, Diocesan benefits, and pension plans to effectively respond to inquiries.
- Update and maintain the Performance Management Tracking spreadsheet. Support the performance management process.
- Prepare short and long-term disability documentation, track and record relevant dates.
- Prepare and process cheque requisitions and expenses.
- Assist with annual market research on compensation budgets.
- Schedule and coordinate the monthly HR Committee meetings; take minutes and distribute meeting material.
- Plan and coordinate all logistics for staff events; quarterly lunches, summer lunch and Christmas party.
- Prepare staff anniversary list and coordinate the purchase and distribution of recognition gifts.
- Plan all HR workshops; coordinate schedule, send invitations, track attendance, and coordinate presentations.
- Ensure that the vacation schedule for diocesan staff is kept up-to-date. Track staff vacation time and notify supervisors of any concerns.
- Ensure weekly police record checks are completed accurately and in a timely fashion.
- Ensure that clergy and Diocesan staff have up-to-date police record checks.
- Ensure parish compliance with the screening policy is implemented and maintained throughout the Diocese.

Values, Skills, Education and Experience for this position

- Post-secondary education in Human Resources or a related field.
- 3 to 5 years' experience in Human Resources including Recruitment, Event Management and Compensation.
- Experience working with Human Resources Information Systems.
- Event coordination experience, including planning, coordinating and supporting meetings, workshops and events.
- Excellent interpersonal and relationship-building skills.
- Excellent customer service skills and the ability to resolve problems diplomatically.
- Excellent collaborative skills and the ability to work effectively as part of a team.
- Excellent organizational skills and detail oriented.
- Ability to work independently and manage multiple tasks and priorities.

- Ability to take initiative.
- Excellent communication skills, both verbal and written.
- Ability to exercise sound judgment when handling sensitive and confidential information.
- Demonstrates a high level of accountability.
- Demonstrate adaptability and flexibility.
- Demonstrates innovation and a commitment to best practices.
- Knowledge of, or willingness to become familiar with, the structure, functions and values of the Diocese and the Anglican Church of Canada.
- Extensive computer skills, including MS Word, Excel, email and HR database programs.
- Human Resources (CHRP) designation is an asset.

Staff Benefits

- The opportunity to work with both a small staff team (40 in the head office), work closely with staff, leadership and many dedicated volunteers who are passionate about the work of the organization.
- 3 weeks' annual vacation; summer hours; and additional paid holidays.
- Full-time is a 35-hour work week; Hybrid Work arrangements.
- Paid sick days.
- Access to an Employee Assistance Program.
- Opportunity to participate in:
 - Excellent pension benefits: multi-employer, defined benefit plan (5% contribution from employee and 12.5% contribution from the employer).
 - Group life insurance, optional life insurance, extended health, dental, and vision benefits for you and your dependents.
 - Short term disability: eligible after 3 months of employment for 100% salary continuation for up to 119 days. Long term disability after 119 days.
 - Pregnancy and Parental Leave top-up program.

About the Anglican Diocese of Toronto

The Diocese was founded in 1839 and is the largest Anglican Diocese in Canada by population and membership. With 200 congregations and ministries, the Diocese stretches over 26,000 square kilometers of urban, rural and suburban communities.

The land on which we gather is the traditional territory of the Huron-Wendat, Haudenosaunee, Anishinabek, Odawa, Mississaugas of the New Credit, Mississaugas of Scugog, Hiawatha, Curve Lake and Alderville First Nations, and the Métis Nation. It was the subject of many treaties and covenants. Today, Toronto is home to Indigenous people from across Turtle Island. We are grateful for the opportunity to gather on this territory and work in this community.

The Diocese is episcopally led by the Bishop of Toronto and two Suffragan Bishops. The Diocese is synodically governed with the Synod being made up of 750 clergy and lay members. For more information on the Diocese of Toronto, please refer to www.toronto.anglican.ca.

Application

The Anglican Diocese of Toronto embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We welcome applications from all qualified persons. The Diocese has an Accommodation Policy and accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the Diocese.

The Diocese is committed to leveraging new technologies and working efficiently. As a result, artificial intelligence systems may be used as part of our process to screen, assess, and/or select applicants for this position.

The hiring range for this position is \$61,947 to \$70,000 with the ability to progress to a maximum of \$77,432. To ensure fair and equitable pay, placement on the salary range will be based on your relevant years of experience, skills, and qualifications. To apply for this position, forward your application to:

Human Resources

Anglican Diocese of Toronto
135 Adelaide St. E., Toronto, Ontario M5C 1L8
Email: hr@toronto.anglican.ca

Please indicate “HR Coordinator” in your application.

We thank all applicants, however, only those selected for an interview will be contacted.