JOIN US

We Are

HIRING

HUMAN RESOURCES LEAD
(Full-time, 37.5 hours/week)

The Calgary Chinese Elderly Citizens' Association (CCECA) is a charitable organization established in 1985 that is dedicated to enhancing the well-being of Chinese older adults and supporting their integration into Canadian society through community connection, social inclusion, civic engagement, and person-centred services.

We are seeking an experienced Human Resources Lead with labour relations expertise to lead key HR functions and foster a respectful, inclusive, and compliant workplace. This role supports a positive and engaged workforce, contributing to CCECA's mission of enhancing the well-being and social inclusion of older adults in our community.

Responsibilities

- Lead HR and labour relations, represent the employer in union matters, and provide strategic advice to leadership.
- Oversee recruitment, selection, onboarding, retention, performance appraisals, training, organizational development, and other HR initiatives.
- Administer payroll and employee benefits.
- Prepare and monitor HR budgets, funding allocations, supporting documentation, and funding applications.
- Develop and maintain HR policies and procedures in compliance with legislation, funding requirements, accreditation standards, and the collective agreement.
- Conduct and document workplace investigations, assess findings, and recommend appropriate action.
- Lead CCECA's health and safety program.
- Maintain secure and accurate HR and labour relations records, reports, and plans.
- Provide support for organizational operations.
- Perform other duties as assigned.

Qualifications and Skills

- Degree or diploma in human resources, business administration or a related field.
- At least four years of progressive HR experience, including labour relations, recruitment, employee relations, performance management, compensation and benefits, and policy development. Demonstrated exposure to grievance handling and collective bargaining support.
- Experience in a unionized environment
- Strong knowledge of Alberta employment legislation and current Canadian Human Resources (HR) practices.
- Fluency in speaking and writing English and Chinese.

Preferred Assets

- CPHR designation (or active progress toward it), or a recognized certificate or credential in Human Resources, Labour Relations, or Payroll.
- Experience in a non-profit, seniors-serving or community services environment.
- Three years of administering collective agreements or supporting labour relations and workplace investigations.

Starting salary from: $32 per hour

Please send your resume and cover letter to elaine.ogada@cceca.ca. Thank you for your interest and application. Only candidates selected for an interview will be contacted.