



GLOBAL CENTRE FOR PLURALISM
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Human Resources and Administrative assistant (Permanent)

Position: Human Resources and Administrative Assistant

Type of Contract: Permanent

Location: 330 Sussex Drive, Ottawa, ON

Start Date: July 2, 2023

Salary Range: \$48,000 to \$53,000 per annum

By joining the Global Centre for Pluralism, you will become a member of a committed staff that values collaboration and creativity, and deeply cares about the work we do. At the Centre, we believe that societies thrive when differences are valued. Our mission is to influence perspectives, inform policies and inspire pathways to advance pluralism.

Our work supports societies looking to address injustice, inequality, and exclusion, while remaining grounded in the contexts and lived experiences of each place. We work with policy leaders, educators, and community builders around the world to amplify and implement the transformative power of pluralism.

We are fortunate to work in a beautifully restored, spacious heritage building in downtown Ottawa at 330 Sussex Drive – a Canadian heritage landmark, built between 1904 and 1906, that first housed the Public Archives (1905-1967) and then the Canadian War Museum (1967-2005). Considerable investments have been made by His Highness the Aga Khan to bring this building back to life with full respect for its important heritage. For more information about the Centre's global headquarters, please visit <https://www.pluralism.ca/who-we-are/global-headquarters/>.

Our principles and commitments:

Here are the core principles that inform our work:

- We aim to embody pluralism in who we are and everything we do.
- We are creative and courageous, highly professional with a commitment to quality.
- We remain accountable by keeping our work grounded in learning and collaboration.
- We choose to own the discomfort and tensions inherent to our work.
- We focus on achieving transformational results.

There are several additional benefits offered to staff, including:

- Professional development opportunities
- Health insurance coverage
- Paid personal leave days
- An RRSP matching program after 1 year of employment
- A parental leave top-up

About the position:

Reporting to the Director of Business and Operations (DBO), the Human Resources and Administrative (HR & Admin) Assistant is responsible for providing exceptional administrative

services to business operations, human resources and the Secretary General's Office. The HR & Admin Assistant will be responsible for carrying out administrative tasks, maintaining accurate records, and supporting the DBO with various initiatives. This position also works closely with the Manager, Governance and Executive Office (MGEO) and with the virtual Director of Human Resources (DHR).

Responsibilities:

Human Resources Support

- Assist with employee onboarding, including processing new hire paperwork and coordinating orientation sessions and trainings with line managers
- Assist in the recruitment process by posting job openings, conducting preliminary screening, and scheduling interviews
- Prepare interview templates and assist with the consolidation of feedback for candidate interviews
- Maintain the shared drive to ensure that HR Handbook, policies, procedures, and templates are kept up-to-date and easily accessible to employees at all times
- Maintain the employee leave system and ensure that accurate records of employee absences and leave balances are maintained
- Respond to employees' questions as appropriate and reroute them to their line manager and/or the DHR as required
- Maintain up-to-date information on employee contact details, including phone numbers, and emergency contacts
- Provide logistical assistance with HR projects and initiatives, including staff surveys, performance management, employee engagement, and training and development programs
- Assist with the preparation and distribution of HR communications and announcements
- Coordinate HR events and meetings, including scheduling and logistics
- Other tasks related to HR as assigned

Governance support

- Provide administrative support for the governance function
- Work with the MGEO to assist with the coordination and logistics for Board of Directors, Sub-Committees of the Board and Members of the Corporation meetings and related events
- Provide general administrative and logistical support for the SG Office as requested by the GEOM.
- Take on related tasks as assigned by the MGEO to ensure that all required meeting material and documentation is distributed on time and meeting support services including simultaneous translation, meeting room rental, equipment rental, catering, hotel reservations and other services, are arranged as required.
- Other tasks related to Governance as assigned

Business and Operations support

- Organize and coordinate meetings, including preparing agendas, taking minutes, and following up on action items

- Assist with annual budget preparation and ongoing budget management and review including tracking expenditures and checking expense coding, as required
- Monitor, manage, distribute and order office and other supplies
- Assist DBO in tracking the organization's greenhouse gas (GHG) footprint
- Receive all invoices and assign them to the relevant staff for their review and further processing by Finance
- Support the credit card reconciliation process and ensure all required documentation is complete
- Prepare reports, presentations, and other materials as required by the DBO
- Provide general administrative support as required by the DBO
- Other tasks related to Business and Operations as assigned

Education: College degree in business, human resources administration, or related field

Experience

- At least 2 years of experience providing administrative support;
- Experience in drafting and editing documents;
- Clear understanding of and exceptional commitment to confidentiality;
- Professionalism, tact and ability to multitask;
- Fluently bilingual in English and French;
- Excellent communication skills (verbal and written);
- Highly organized and detail-oriented;
- Strong computer skills, including with Microsoft Office, online conferencing tools (e.g. Zoom), and cloud-based document management (e.g. SharePoint).

Application process:

Applications may be submitted via email to careers@pluralism.ca with the subject line “HR & Admin Assistant”. Each applicant should include a cover letter and a resume highlighting relevant experience. Candidates must be eligible to work in Canada and available to work out of the Centre’s headquarters in Ottawa.

In the spirit of equity and fairness to all applicants, it is our policy to refrain from pre-interview queries. Only shortlisted candidates will be contacted by email to arrange an interview.

Closing date for applications is 11:59 PM on May 11, 2023. However applications will be reviewed as received.

At the Global Centre for Pluralism, we aim to embody respect for diversity in who we are and everything we do. We encourage people from diverse backgrounds to apply, because we believe this diversity makes the Centre and our work richer. We are an equal opportunity employer, and do not discriminate on the basis of race, colour, indigeneity, religion, sex or gender identification or expression, age, disabilities, or citizenship. We also welcome applicants to self-identify in their cover letter if they wish to do so.

The Centre is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). Should you require any accommodations at any point during the application and hiring process, please contact careers@pluralism.ca. Information related to accommodation will be treated as confidential.