



Responsive, compassionate services for children, youth, and families to build better and more hopeful futures.

Human Resources Coordinator, 1.0 FTE
Human Resources

About Keystone:

Keystone Child, Youth & Family Services is a dynamic, not-for-profit organization and the designated Lead Agency for Children's Mental Health in Grey and Bruce Counties. Since 1974, we have been dedicated to supporting children, youth, and families by delivering compassionate, responsive mental health services.

At Keystone, we provide a full continuum of services, including counselling, prevention and well-being programs, live-in treatment, crisis stabilization, youth justice services, and special needs programming. Our focus on coordinated access helps ensure children and youth receive individualized, multidisciplinary care to meet their unique needs.

Key Details:

Location: Main Office in Owen Sound, ON

Status: Full-Time, Contract 12-14 Months with possibility to turn to perm

Hours of Work: 35 hours per week

Compensation: \$27.00-\$30.00 per hour, based on relevant experience

Reports to: Director, Human Resources

Application: Resume with Job ID Number and Title in the Subject Line to careers@kcyfs.com

We're grateful to everyone who takes the time to apply; however, only those selected to move forward in the process will be contacted.

Purpose and Scope:

Interested in building your Human Resources career while gaining hands-on experience across many different areas of HR and organizational operations?

Keystone is looking for a Human Resources Coordinator to help keep the day-to-day foundations of HR organized, accurate, responsive and moving forward.

Working closely with the Director, Human Resources, you will provide administrative and coordination support across recruitment, onboarding, employee records, HR systems and other employee lifecycle activities. You will help maintain current and reliable information, coordinate activities, monitor outstanding requirements and follow through on the details that support an effective HR function.

You will also have the opportunity to support a variety of HR and organizational projects and improvement initiatives. This may involve gathering and organizing information, conducting research, coordinating activities, maintaining project documentation and timelines, preparing materials and supporting implementation.

This is an early-career, developmental opportunity. You do not need to arrive knowing everything about Human Resources. We are looking for someone who is organized, confident, focused and

eager to learn; someone who takes pride in producing accurate work, follows through on commitments, communicates well and is curious about how systems and processes can work better.

As your knowledge and confidence grow, so will your opportunities to contribute. We are looking for someone who wants to learn, develop and grow with Keystone.

Key Accountabilities:

Human Resources Administration & Recruitment Coordination - Approximately 50%

- Provide administrative and coordination support across Human Resources functions and employee lifecycle activities.
- Maintain accurate, current and appropriately organized employee records, HR documentation, systems and information.
- Monitor HR communications and inquiries, respond to Staff questions within the scope of the role, and ensure matters requiring additional attention are appropriately directed.
- Coordinate HR processes, communications, scheduling, documentation and follow-up.
- Support recruitment and selection activities, including job postings, applicant administration, candidate communication, interview coordination and recruitment documentation.
- Support hiring, onboarding, employee changes and offboarding activities.
- Maintain accurate and current recruitment, employee and other HR records and administrative tools.
- Maintain employee information within HR information systems and support data entry, updates, audits and reporting.
- Monitor outstanding requirements, commitments and deadlines and follow up appropriately.
- Prepare and maintain HR correspondence, forms, templates and documentation.
- Coordinate meetings, interviews, training and other HR activities as required.
- Support timely and responsive communication with employees, candidates, leaders and external contacts.
- Handle confidential and sensitive employee and organizational information with discretion and care.

HR Projects & Organizational Improvement - Approximately 25%

- Provide administrative and coordination support for Human Resources and broader organizational projects and initiatives.
- Assist with project plans, timelines, trackers, action items and supporting documentation.
- Gather, research, organize and summarize information to support project priorities and decision-making.
- Coordinate meetings, activities, communications and project logistics.
- Prepare and organize draft documents, spreadsheets, presentations, reports and other project materials.
- Maintain organized project records, supporting documentation and evidence.
- Monitor timelines and outstanding actions and follow up with stakeholders as required.
- Support implementation, communication and follow-up associated with new or revised organizational initiatives, practices and processes.
- Collaborate with employees, leaders and external partners to support project activities.
- Provide flexible project support in response to changing HR and organizational priorities.

HR Systems & Process Improvement - Approximately 25%

- Develop knowledge of Human Resources practices, organizational processes and systems relevant to the role.
- Develop proficiency in Dayforce and other technology used by the organization.
- Assist with documenting administrative processes, procedures and workflows.
- Support the development and maintenance of forms, templates, checklists, guides and other tools that promote consistent and efficient practices.

- Identify administrative gaps, duplication, inconsistencies or opportunities for improvement and bring observations forward.
- Ask questions and develop an understanding of how and why processes work the way they do.
- Conduct research into potential approaches, tools and solutions as requested.
- Assist with testing and implementing approved process, system and workflow improvements.
- Support effective organization and management of shared information and documentation.
- Explore ways technology can support more efficient and consistent ways of working.
- Participate in learning and professional development opportunities and apply new knowledge to the role.
- Take on increasing responsibility as knowledge, experience and capability develop.

Who You Are:

We know technical HR knowledge can be learned. How you approach your work matters.

- Organized and focused - you create structure, keep track of details and take pride in keeping information accurate and up to date.
- Dependable and accountable - if you say you are going to do something, you follow through. You keep track of commitments and close the loop.
- Patient with a sense of urgency - you are thoughtful and respectful when working with people, while recognizing when something needs to move and taking action to keep it moving.
- Confident and articulate - you are comfortable communicating with different people, asking questions, following up and providing clear updates.
- Curious and eager to learn - you enjoy understanding how things work, researching unfamiliar topics and developing new knowledge.
- Can-do and resourceful - when something is unfamiliar, you are willing to ask questions, research, learn and figure out the next step.
- Process-improvement oriented - you notice when something is unclear, repetitive or inefficient and are interested in practical ways to make it work better.
- Tech-comfortable - you are open to learning new systems and tools and enjoy using technology to organize information and improve how work gets done.
- Collaborative and team-oriented - you enjoy working with others, contributing where needed and supporting shared priorities.
- Professional and discreet - you understand the importance of confidentiality, sound judgment and professionalism when working with employee information.
- Ready to grow - you are looking for an opportunity to build your HR knowledge, contribute meaningful work and grow with Keystone.

Qualifications:

- Post-secondary diploma in Human Resources, Business Administration or a related field.
- Strong organizational, administrative and communication skills.
- Comfort using Microsoft 365 and learning new technology and information systems.
- Previous Human Resources or administrative experience is considered an asset but is not required.
- Relevant co-op, internship, placement, student employment or other practical experience will be considered.
- Experience with an HR information system or other business system is considered an asset.
- Recent graduates are encouraged to apply.
- A professional Human Resources designation is not required.

Why Keystone?

- **Hands-On Learning & Experience:** Gain practical experience across a broad range of Human Resources and organizational activities. You'll contribute to meaningful work from the beginning - not simply observe from the sidelines.

- **Mentorship & Professional Growth:** Work closely with an experienced HR leader, ask questions, develop your knowledge and gain exposure to different areas of the HR profession.
- **Room to Grow:** We are looking for someone who wants to grow with Keystone. As your knowledge, confidence and capability develop, there will be opportunities to take on increasing responsibility.
- **Innovative & Collaborative Work Environment:** Join an organization where teamwork, curiosity, continuous improvement and fresh ideas are valued.
- **Comprehensive Benefits:** Eligible employees have access to a comprehensive health benefits package and Employee & Family Assistance Program.
- **HOOPP Pension:** Participate in the Healthcare of Ontario Pension Plan, a defined benefit pension plan.
- **Vacation & Development:** Paid vacation and opportunities for professional development and training.
- **Meaningful Impact:** Your work behind the scenes helps strengthen the systems and people who support children, youth and families throughout Grey and Bruce Counties.

Accessibility & Accommodation:

Keystone is dedicated to creating an accessible organization and complying with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation during the recruitment process, please let us know by contacting careers@kcyfs.com. Disability-related accommodations are available upon request throughout the application process.