
Who We Are

VGH & UBC Hospital Foundation is Vancouver Coastal Health's primary philanthropic partner, raising funds for specialized adult health services and research for all British Columbians. We partner with donors to drive innovation and sustainable health care at VGH & UBC Hospital, GF Strong Rehab Centre, Vancouver Coastal Health Research Institute and Vancouver Community Health Services.

The People and Organizational Effectiveness (P&OE) division leads the development and implementation of the Foundation's people strategy, partnering with business leaders to ensure the Foundation hires, retains and develops a diverse and engaged staff. The Division is led by the VP, People & Organizational Effectiveness.

About This Role

The HR Assistant plays a crucial role enhancing the efficiency and effectiveness of the People & Organizational Effectiveness division, allowing the team to focus on strategic priorities. This role streamlines operations by centralizing administrative tasks and providing key support to the P&OE team, ensuring the smooth functioning of the division

This is a 16-month contract role, ending August 21, 2026

Key Responsibilities

- Assists with the administration of the day-to-day operations of the human resources functions.
- Support the People & Organizational Effectiveness Coordinator in executing seamless on-boarding and off-boarding processes.
- Drafts and edits documents and presentations, enters and updates employee information into HRIS, prepares employment packages, process hiring and termination paperwork.
- Assist in driving change initiatives, including the Onboarding Buddy Program and Peer Recognition Program, as well as other related ad hoc duties as assigned.
- Provide administrative support for performance management and employee relations.
- Monitors the HR email inbox and responds and/forwards for response as appropriate.
- Prepare and updates HR documentation, including employment contracts, compliance forms and organizational chart.
- Assist in the recruitment process by compiling applicant information, coordinating interview schedules, and arranging meeting spaces.
- Address employee inquiries and provide timely assistance as required.
- Assists in the development and implementation of policies and procedures. Drafts, revises, edits and proofreads company policies and procedures and related documents as needed.
- Assist in planning social events, enhancing the Foundation's culture and employee engagement.

What You Offer

- Currently pursuing or recently completed Post Secondary education in Human Resources, Business Administration, or a related field.
- Strong organizational and multitasking skills.

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- Ability to interact effectively within the department, and across the organization
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
 - Ability to handle confidential information with discretion.
 - Detail-oriented with a proactive approach to tasks.
 - Familiarity with HR software and systems is an advantage.
 - Previous experience in an HR or administrative role is an asset.
 - Basic understanding of employment laws and regulations is beneficial.
 - Ability to work efficiently, effectively as part of a team, and independently where assigned.

What We Offer

The successful candidate can expect a starting salary between **\$50,005.76** and **\$56,824.73**, depending on factors such as skills, experience, and internal equity. Once hired, salary is reviewed annually and successful employees have the opportunity for their salary to increase over time up to the maximum of the pay band, currently **\$64,211.94**.

Additional variable pay (merit/bonus), defined benefit pension plan, extended health and dental benefits for you and your partner/children, flexible working arrangements, minimum four weeks' paid vacation, investment in professional development and subsidized access to transit, fitness, cycling and parking facilities all contribute to a top-notch total rewards package. If you'd like more information on what we offer, please ask!

To Apply

Please send your application to Human Resources by email at careers@vghfoundation.ca

This opportunity will remain open until the right candidate is chosen

We welcome applications from anyone who is eligible to work in BC and fully vaccinated against COVID-19. We encourage applications from Indigenous people, people with disabilities, BIPOC and racialized individuals, people of minority sexual orientation or gender identity, and others who may contribute to the Foundation's organizational diversity and who share the Foundation's values.