

VGH+ Human Resources Coordinator

JOB POSTING



VGH + You

The leading charity investing in health care innovation in BC

**VGH+
UBC** hospital
foundation

As Vancouver Coastal Health's primary philanthropic partner, VGH & UBC Hospital Foundation raises essential funds for VGH, UBC Hospital, Vancouver Coastal Health Research Institute, G.F. Strong Rehabilitation Centre and Vancouver Community Health Services. Donations fund groundbreaking research, world-class health care teams and life-saving treatments for the most complex cases across the province.

VISION

Healthier lives for healthier communities in BC.

MISSION

We create and inspire a community of donors to catalyze health care innovation in BC.

VALUES

Bold

We embrace courage, creativity and forward-thinking, and are catalysts for breakthroughs, positive change and innovation.

Integrity

We are steadfast in our commitment to honesty, trust, maximum impact and stewardship, and operate with purpose and transparency.

Community

We are committed to people and communities, fostering relationships, collaboration and partnerships.

OUR BENEFICIARIES

+Vancouver General Hospital +UBC Hospital +Vancouver Coastal Health Research Institute
+G.F. Strong Rehabilitation Centre +Vancouver Community Health Services

WHY VGH & UBC HOSPITAL FOUNDATION?



+FLEXIBLE WORKING HOURS

Enjoy flexible start and finish times, and compressed summer schedules.



+GENEROUS LEAVE

Benefit from 4 weeks of vacation, 5 personal leave days, and a '9-day fortnight' program.

+PENSION PLAN

Enroll in the Municipal Pension Plan for long-term financial security.



+COMPREHENSIVE BENEFITS

Access health, dental, and extended health benefits, life insurance + more.



+INCLUSIVE CULTURE

Join a diverse and inclusive workplace committed to equity and continuous improvement.



+DEVELOPMENT OPPORTUNITIES

Grow your career with our promotion from within policy and learning resources.





Human Resources Coordinator

The Role

The Human Resources Coordinator is responsible for the coordination and administration of the Foundation's human resources programs and processes. The role serves as the primary point of contact for employees regarding transactional HR matters and provides operational support to the Human Resources team across recruitment, onboarding, employee lifecycle administration, HR reporting and analytics, payroll and benefits administration, employee records management, and HR projects.

Working with a high degree of professionalism, confidentiality, and customer service, the HR Coordinator ensures efficient HR operations while contributing to continuous improvement initiatives and supporting strategic people priorities through data-driven reporting and analysis.

Key Responsibilities

- Serve as the first point of contact for employees and managers regarding HR policies, procedures, benefits, payroll, timekeeping, and employee lifecycle inquiries.
- Coordinate and administer onboarding, orientation, transfers, promotions, leaves, contract extensions, and offboarding activities.
- Maintain accurate and confidential employee records, ensuring compliance with organizational and regulatory requirements.
- Monitor the HR inbox and ensure inquiries are addressed, escalated, or resolved in a timely manner.
- Coordinate employee file management and HR documentation processes.
- Support employee relations processes through documentation, tracking, and administrative coordination.
- Coordinate HR compliance activities, including policy acknowledgements, mandatory training, certifications, and recordkeeping.
- Coordinate the recruitment process, including job postings, candidate screening, interview scheduling, reference checks, and candidate communications.
- Coordinate onboarding schedules and ensure completion of all pre-employment requirements and documentation.
- Act as the primary liaison between employees, payroll, benefits providers, and external stakeholders on routine payroll and benefits matters.
- Generate and analyze HR reports and dashboards related to headcount, turnover, recruitment, absenteeism, employee engagement, diversity, and other workforce metrics.
- Support the planning and implementation of HR programs, initiatives, and annual people-cycle activities.

What You Offer

- Solid understanding of core HR practices, employment legislation, payroll administration, and benefits programs.
- Strong analytical skills with advanced Excel and reporting capabilities.
- Ability to interpret and communicate HR policies and procedures.
- Excellent organizational and project coordination skills.
- Strong customer service and relationship management abilities.
- High degree of accuracy, attention to detail, and discretion.

- Ability to manage multiple competing priorities and deadlines.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office 365, HRIS systems, and reporting tools (Tableau, Access)

What We Offer

The successful candidate can expect a starting salary between **\$58,400** and **\$73,000**, 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.

Additional variable pay (merit/bonus), defined benefit pension plan, extended health and dental benefits for you and your partner/children, flexible working arrangements, 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.

To Apply

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

This role will remain open until filled with the right candidate.

We welcome applications from anyone who is eligible to work in BC. 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.