



HUMAN RESOURCES GENERALIST

Employment Type: Permanent Full Time (35 hours per week, M-F)

Location: Vancouver

- Are you a talented Human Resources professional looking for that next challenge?
- Are you empathetic, caring and passionate about creating a great employee experience?
- Would you like to join an organization with a meaningful purpose?

About Arts Umbrella

Arts Umbrella is where young artists ages 2–22 cultivate their creativity in Dance, Theatre, and Visual Arts. As a non-profit organization for arts education, we believe that art is powerful. Powerful enough to change kids' lives in incredible ways. When young people connect with the arts, they gain self-confidence, develop self-discipline, and discover creative expression—things they carry with them for life. Arts Umbrella has four locations in Vancouver and Surrey, as well as donor-funded programs at schools, community centres, neighborhood houses, and healthcare facilities across Metro Vancouver. We reach close to 21,000 students every year, with nearly 80% participating at little to no cost.

Now celebrating its 40th year, Arts Umbrella will be moving into the South Building of the former Emily Carr University of Art + Design on Granville Island in late 2019. This exceptional opportunity will allow Arts Umbrella to further our vision for a better world where all young lives are inspired to pursue a lifelong journey towards self-expression, compassion, and humanity. It is our mission to be Canada's leader in arts education for young people; to build community and deliver profound life experiences through our commitment to innovation, excellence, and inclusivity. Arts Umbrella is an organization full of heart, where self-expression and creativity are valued and nurtured.

Diversity & Inclusion

Arts Umbrella is dedicated to promoting diversity and inclusion. Our commitment is reflected in our programming, the audience we engage with, the students we serve as well as the staff we employ. Diversity and inclusion in our organization means fostering a workplace in which individual differences are recognized, appreciated and respected. We actively seek applications from Indigenous peoples, visible minorities, persons with disabilities, people of all sexual orientations and genders, and others with knowledge in diversity and inclusion to help us strengthen our commitment.

The Opportunity

Reporting to the Human Resources Director, the Human Resource Generalist is responsible for supporting the overall day-to-day HR activities for instructional and administrative staff. In this role, you will be focusing on employee relations, HRIS implementation, benefits administration, and talent management as well as enhancing our organizational culture to support our mission, vision and values. We are looking for an HR professional who has a keen eye for detail, outstanding customer service skills and is comfortable in a complex and fast pace environment.



ARTS UMBRELLA

Key Accountabilities:

Key responsibilities include, but are not limited to the following:

- Facilitates progressive and equitable talent attraction strategy and procedures to recruit and retain high-performing employees
- Manages the full-cycle recruitment process
- Sets the tone for new hires by facilitating the onboarding process
- Supports the establishment of a framework for succession planning to align with the organization's current and future workforce needs
- Maintains employee information in HRIS to ensure consistency and integrity of HR data
- Administer employee benefits program in cooperation with the Finance Department
- Updates and creates HR policies and procedures
- Supports the development and maintenance of a comprehensive diversity and inclusion plan
- Aids in the development of employee evaluation, progressive discipline and employee feedback systems
- Acts as a proactive champion of workplace culture to support a high level of employee engagement
- Leads employee engagement survey and actions feedback
- Plans and executes employee recognition and social events
- Establishes standardized organizational training requirements; designs and delivers training sessions.

Here is what you bring:

- Post-secondary degree in Human Resources Management and/or equivalent discipline;
- CPHR Designation or candidacy is an asset;
- 3-5 years' experience in human resources role where employee experience is at the forefront;
- Proven experience in project management;
- Strong customer service experience;
- Excellent interpersonal, communication, problem-solving and organizational skills;
- Advanced skills in Microsoft Word, PowerPoint, Excel, Outlook and PowerPoint;
- Experience in developing, implementing, and training on HR policies and procedures;
- Experience with payroll is an asset;
- Excellent written and oral communication skills;
- Passionate, approachable and excellent relationship builder.

How to apply:

If you have what it takes and are looking for a great opportunity to work within a forward-thinking organization, send your resume and cover letter to job@artsumbrella.com indicating **HUMAN RESOURCES GENERALIST** in the subject line. We will review resumes as they arrive and schedule interviews when appropriate.

Arts Umbrella thanks all applicants for their interest and advises that only those selected for an interview will be contacted.