



Grande Spirit Foundation

"We provide quality housing that serves the needs of our seniors, families and individuals."

Human Resources Coordinator

Join a Culture of Impact | Grande Spirit Foundation

Are you an HR professional who is tired of being just a "paper pusher"? Do you want to be the operational heartbeat of an organization that provides essential support to seniors and families in our community?

The Grande Spirit Foundation (GSF) is looking for an HR Coordinator who isn't just seeking a job, but a chance to influence organizational culture, streamline processes, and serve as a strategic partner to our leadership team.

Your Role as Our HR Partner: You won't just be filing paperwork; you will be the bridge between our strategic goals and our people, reporting directly to the Director of HR and having autonomy to manage processes that impact our staff and residents across our various locations.

You will focus on: "Driving Efficiency," by improving how we handle recruitment, onboarding, and HR systems; "Building Stability," by helping to standardize policies, Labour Management relations, and Health & Safety initiatives; "Cultivating Growth," by supporting our Learning & Development programs to ensure our team has the tools they need to succeed; and "Strategic Support," by conducting research and data analysis to help leadership make informed decisions about our workforce.

What You Bring to the Table: You are a **problem-solver** who thrives on variety. You see a process that could be better, and you take the initiative to fix it. **The Mindset:** You are people-centric, empathetic, and professional. You understand that behind every HR process is a person, and you treat them with the respect they deserve. **The Experience:** You have 2-3 years in the HR trenches. You know how to juggle competing deadlines without losing your cool. **The Tools:** You're tech-savvy (MS Office 365, Adobe Pro) and comfortable jumping into new software or systems. **The Drive:** You are a self-starter who is comfortable working independently but knows when to bring the team together for a win.

Why GSF? We aren't just a non-profit organization; we are a vital part of the Grande Prairie community. When you work here, you are directly contributing to the well-being of seniors and low-income families. We offer more than a steady paycheck—we offer a collaborative, supportive, and inclusive work environment where your contributions are noticed, valued, and encouraged.

Ready to elevate your HR career?

If you are ready to move into a role where you can truly "own" your processes and contribute to a bigger mission, we want to talk to you. Please include a cover letter explaining why you want to use your HR skills to make a difference in our community.

resumes@grandespirit.org