



MENNO PLACE

TALENT MANAGEMENT COORDINATOR
~ CANADA SUMMER JOB GRANT PROGRAM ~

Temporary Full-time / 35 hours per week / 4-16 weeks

Hourly Rate: \$19.00 - \$24.00

*** POSITION IS DEPENDENT ON FUNDING ***

Position Overview:

The Talent Management Coordinator supports the development and implementation of talent strategies that enhance the growth and retention of employees. This role works closely with HR leaders and department managers to facilitate career development programs and succession planning.

Key Responsibilities:

- Assist in the design and delivery of talent development programs, workshops, and initiatives.
- Coordinate succession planning processes and maintain talent management records.
- Support performance review cycles, gathering and analyzing feedback data.
- Partner with the People & Culture Team and department managers to identify skill gaps and coordinate training resources.
- Maintain talent development systems and monitor the effectiveness of programs.
- Create career maps, skills inventories, and succession matrices.
- Research and suggest best practices in training and development programs to enhance employees' skills, knowledge, and leadership potential.

Qualifications:

- Working towards a Bachelor's degree in Human Resources, Organizational Development, or a related field.
- 1 year of experience in talent management or a related HR role.
- Project management experience considered an asset.
- Strong project management and organizational skills.
- Excellent communication and relationship-building abilities.
- Familiarity with talent management software and learning management systems.

What youth participants are eligible? *To be eligible, youth must:*

- *be between 15 and 30 years of age **at the beginning** of the employment period**
- *be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment** **and***
- *have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.*
- *Youth must be 15 years of age at the beginning of the employment period. Youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.*

In the online application, you will be required to:

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

We thank all applicants however only those short-listed candidates will be contacted.

[Click Here to Apply Online](#)