



JOB DESCRIPTION

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| JOB TITLE: | Talent Management Clerk – Canada Summer Jobs |
| DEPARTMENT: | People and Culture |
| CLASSIFICATION: | Student |
| REPORTS TO: | Executive Director People & Culture |
| HOURLY RATE: | \$18.96 |

JOB SUMMARY:

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 our business partners and department managers to facilitate career development programs and succession planning.

The People and Culture Clerk is a **temporary full time position** funded through the Canada Summer Jobs program. As with all employees, the worker in this position is required to have a commitment to the vision, mission and values of Menno Place performing duties following Menno Place policies and procedures and ensuring the provision of *Resident and Family Centred Care (RFCC)* while safeguarding staff and residents.

This position requires teamwork, communication and cooperation. It is the expectation that the individual in this position contributes to a positive, safe working environment, takes instruction well and cooperates with their supervisor and co-workers. This person manages their time well and participates in continuous quality improvement of services provided.

DUTIES & FUNCTIONS:

- 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 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

Education, Training and Experience

- 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.

As per the Canada Summer Jobs program, eligibility requirements are:

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

Skills and Abilities

- Demonstrated ability to communicate effectively in English both verbally and in writing.
- Demonstrated courteous and collaborative interpersonal skills including the ability to work as a member of a team.
- Demonstrated ability to organize and utilize resources as provided.
- Collaborates with leaders to promote a cooperative and constructive environment for improvement that consistently meets the needs of residents, families, staff, and the community.
- Self-confident in learning abilities with a willingness to ask questions.

Health & Safety

- Accountable for occupational health and safety and related activities of residential care staff.
- Is aware of their rights and responsibilities under the BC Occupational Health and Safety Act and follows all health and safety policies and procedures.
- Works safely to reduce the risk of injury to self, co-workers, and residents.
- Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor.
- Does not operate or use faulty equipment.
- Promptly reports personal injury to supervisor and seeks first aid as needed.
- Participates in fire safety demonstrations, fire and code drills and knows the community fire and disaster plan.
- plan.

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](#)