



## District of Mackenzie

### Human Resources Coordinator

Application Deadline: 4:00pm Tuesday April 22, 2025

*“Gateway to northern Rocky Mountain adventure”!*

Showcasing the best in outdoor adventure, Mackenzie truly is a great place to live, work and play! Offering a host of year-round recreational activities including mountain biking, hiking, golfing, boating, fishing, hunting, camping and swimming, Mackenzie turns into a majestic winter wonderland ideal for ice fishing, snowmobiling, downhill skiing, snowshoeing or cross-country skiing. While located in a tranquil wilderness setting, this vibrant community is home to a variety of retail stores, restaurants and hotels. Mackenzie offers some of the most affordable housing in the province ensuring that you can enjoy a positive work life balance for you and your family.

The District of Mackenzie is currently inviting applications for the position of HR Coordinator. This is an exciting generalist role with exposure to a wide variety of interesting functions within Human Resources. Reporting to the Finance Manager, the HR Coordinator will provide professional human resources support to both unionized and exempt employees, including but not limited to:

- Overseeing two collective agreements and providing policy interpretation and advice to managers;
- Handling all matters relating to labour relations including grievances and workplace investigations;
- Collaborating with the management team to support organizational effectiveness including change management, talent development and employee engagement;
- Providing full cycle recruitment support in collaboration with hiring managers, coordinating the onboarding process for new hires;
- Providing advice and support services to the management team regarding HR policies, procedures and programs;
- Coordinating learning and development initiatives, supporting the development and implementation of training programs;
- Supporting the performance management process by assisting managers with reviews, goal setting and feedback mechanisms;
- Administering the District of Mackenzie’s benefit package providing guidance and assistance to managers and employees as required;
- Ensuring the Occupational Health and Safety program is compliant with legislation while supporting a safe, healthy and productive workforce;
- Maintaining all HR related records management in compliance with relevant laws and regulations ensuring accuracy and confidentiality;

- Staying current with the HR regulations, trends and best practices ensuring compliance with relevant federal and provincial laws.

To be successful in this role you will have post-secondary education in a related field with previous experience as an HR practitioner in a unionized setting. Eligibility for, or working towards CPHR is an asset. An equivalent of education and experience will also be considered. This will include:

- Proven experience interpreting and applying collective agreements;
- Comprehensive knowledge of HR best practices;
- Practical knowledge of legislation and application of this knowledge in a unionized setting;
- Proven conflict resolution skills;
- Demonstrated organization and interpersonal skills;
- Sound judgment, tact and discretion when dealing with sensitive and confidential matters.

The District of Mackenzie offers a competitive and attractive compensation package with a salary range of \$74,236 - \$78,526 plus comprehensive health and wellness benefits. In addition, the successful candidate will benefit from continuing education opportunities and a career path towards an advisory role.

If you are a self-directed professional who works well in a fast-paced environment and would like to join this dynamic and dedicated team, we look forward to hearing from you! Please submit your resume and cover letter detailing your experience and qualifications by April 22<sup>nd</sup> at 4:00pm to:

District of Mackenzie  
Attn: Kerri Borne, Chief Financial Officer  
Email: [kerri@districtofmackenzie.ca](mailto:kerri@districtofmackenzie.ca)

We value a talented and innovative workforce that represents our vibrant community spirit and are committed to creating a diverse, inclusive, and accessible work environment. We thank all applicants in advance for your interest in joining us at the District of Mackenzie, however only those short-listed will be contacted.