



Are you interested in joining a team where you are improving lives by propelling meaningful healthcare advancements within our community? At **Calgary Health Foundation**, that is what we do! Through collaboration, philanthropy, and strategic investment, we enable new levels of excellence across the entire healthcare system, all to enhance outcomes and build healthier communities.

We are growing and have exciting career opportunities within many areas and functions. If you are ready to make a difference in the community in which you live and work, please apply today.

THE OPPORTUNITY: Human Resources Advisor

Calgary Health Foundation is looking for a dynamic, energetic, and experienced human resources professional to join our team. As our Human Resources Advisor, you will lead the delivery of a broad range of human resources and people programs to support the achievement of the Foundation's missions and advance our donor-centric, optimistic, performance-oriented culture.

Key accountabilities of the role include:

- **Leading the end-to-end talent acquisition and onboarding process**, providing hands-on support to hiring managers at every stage to ensure an exceptional experience for both managers and new employees.
- **Overseeing key aspects of the performance and development cycle**, offering training, resources, and collateral to drive strong performance.
- **Supporting the annual employee engagement survey and implementing initiatives to boost engagement and enhance workplace culture.**
- **Collaborating with Shared Services teams to ensure efficient payroll and benefits administration**, facilitating smooth activation and processes.
- Identifying trends and highlighting key people insights to **advance HR programs aligned with the achievement of the Foundation's missions and goals.**
- **Promoting financial responsibility in people-related programs** through participation in compensation surveys, training grants, and wage subsidies where applicable.
- **Supporting day-to-day facilities management**, including our organizational health and safety program, ensuring compliance with safety regulations, and promoting a comfortable and engaging workplace environment.

THE IDEAL CANDIDATE

The ideal candidate has extensive experience delivering a broad range of high-touch HR support. With exceptional interpersonal, communications, and problem-solving abilities, and proven success in managing competing priorities with multiple stakeholders, the successful candidate will bring creativity and enthusiasm to foster positive employee engagement and drive a high-performance culture.

Additional qualifications:

- Bachelor's degree in a relevant field.
- A minimum of 5 years' experience in a human resources generalist role and 3 years' direct recruitment experience.
- Chartered Professional in Human Resources (CPHR) designation (or in progress).
- Strong knowledge of employment standards legislation, policies and practices.
- Experience in non-profit highly desirable.

If this sounds like you, please apply by no later than January 31st, including a cover letter and résumé via:

- **LinkedIn (preferred): [Human Resources Advisor | Calgary Health Foundation](#)**

OR

- by email in confidence to careers@calgaryhealthfoundation.ca.

ADDITIONAL INFORMATION

It is expected that the starting salary for this position will be in the range of \$65,000 to \$75,000, aligned with the successful candidate's experience and skill set.

Calgary Health Foundation is a community-based charity raising funds to advance our city's healthcare. For more information about Calgary Health Foundation, please visit www.calgaryhealthfoundation.ca, or find us at on social media @yyc_health and calgaryhealthfoundation.

Our team is made up of people-minded, empathetic, and innovative contributors. We are an equal opportunity employer, and we strive to create an inclusive culture for all employees. We believe that diversity and collaboration amongst our teams drives innovation and transformation.

If this posting describes your background, skills and attributes please visit our website for more information and submit your resume and cover letter. If it doesn't describe you exactly but you feel you are well suited to this opportunity, we encourage you to apply.