



## Apply now – Advance your Administrative Career!

**Role:** Talent Acquisition Specialist

**Wage:** \$47,000.00 – \$52,000 Annual Salary

**Benefits:** YMCA membership, paid sick days for yourself and family, 6% vacation pay, paid training, full benefits package, 5% employer-matched pension, discount on childcare (excluding IT Care), education and career advancement opportunities

**Hours:** Full-Time, Monday to Friday, 35 hours per week  
Occasional evenings and weekends

**Location:** Northern BC (Hybrid)

**About the Program:** The YMCA is the largest not-for-profit provider of child care in Canada and YMCA BC- Northern BC is the largest provider in the north, serving: Chetwynd, Dawson Creek, Fort St. James, Fort St. John, Prince George, Pouce Coupe, Tumbler Ridge and Vanderhoof. YMCA Child Care is a home away from home.

Responsibilities of this role:

- Perform high volume recruitment within tight timelines, including creating and updating job postings, shortlisting applications, coordinating interviews, leading interviews, making or facilitating hiring decisions, preparing letters of offer and hiring packages, extending job offers, collecting and submitting all new hire paperwork and documentation, and communicating all status updates
- Build trusting relationships with hiring managers to understand and support their current and future hiring needs.
- Attend career fairs and employment events to promote the organization and publicize current employment opportunities.
- Comply with all relevant policies and legislation including the Employment Standards Act, BC Human Rights Code, YMCA policies and procedures, related employment laws, and other applicable agreements.
- Work in collaboration with the Manager of Child Care Recruitment & Belonging by assisting with placing practicum students and applying for education grants.
- Responsible for assisting with immigration documentation including but not limited to BC PNP and LMIAs.
- Maintain confidentiality of information related to the centre, children, families, and staff.

### Qualifications:

- University degree in Business Administration, Management, Human Resources preferred
- Experience recruiting and hiring foreign talent using LMIA's and BC PNP's an asset
- High level of customer service skills and cultural sensitivity
- Satisfactory Criminal Record Check and Clear Vulnerable Sector Search
- Three satisfactory professional references
- Valid Driver's License and reliable vehicle

### Apply here

**Application deadline: Until Filled**

**The YMCA thanks all those interested in this position. Only those selected for an interview will be contacted.**