

Coordinator, HR Operations

Department	Human Resources
Position Title	Coordinator, HR Operations
Hours of Work	37.5 hours per week
Position Type	Permanent
Reports To	Manager, HR Operations & HRIS
Start Date	As soon as possible
Salary	\$45,942.00 – \$48,360.00 per annum, commensurate with qualifications and experience
Work Location	Onsite — Kikaskitânaw Centre, Regina, SK. Hybrid flexibility available
Open To	Internal and External Applicants
Application Deadline	1:00 p.m. CST, Friday, September 4, 2026

POSITION DESCRIPTION

Reporting to the Manager, HR Operations & HRIS, the Coordinator, HR Operations provides front-line execution of HR processes to support those seeking employment with the YWCA and our existing employees across all elements of the employee lifecycle. Reporting to the Manager, HR Operations & HRIS, and working closely with the Director, HR Operations, this role owns the processes, documentation and front-line delivery of key HR services at YWCA Regina. The role keeps processes moving efficiently for all involved, ensures we have accurate information and data, and ensures our people feel supported and cared for.

KEY RESPONSIBILITIES

Recruitment & Onboarding Administration (35%)

- Administer end-to-end recruitment process from competition initiation to offer letter.
- Screen and sort incoming applications and resumes; prepare candidate shortlists for hiring manager review in accordance with established criteria.
- Coordinate interviews including panel logistics, room or virtual setup as needed.
- Prepare offer letters, employment contracts, and new hire documentation packages for approval - ensuring timely and accurate completion.
- Administer all pre-employment requirements including criminal record checks, driver's abstract and insurance verification, and any role-specific screening.

HR Correspondence & Regulatory Filing (20%)

- Draft, prepare, and issue HR correspondence including offer letters, employment confirmation letters, change of status letters, termination letters, probation completion letters, probation failure letters, and leave-related communications for review by Manager or Director.
- Coordinate employer-side administration of Saskatchewan Immigrant Nominee Program (SINP) applications for eligible employees.
- Prepare regulatory submissions for review and sign-off by the Director, HR Operations before filing - ensure all HR documents are filed accurately and on time
- Maintain organized, accurate, and audit-ready employee files in compliance with privacy legislation and YWCA Regina's records management policies

Leave Management & Offboarding Administration (15%)

- Track and administer all employee leave requests and absences including maternity/parental leave, medical leave, leave without pay, personal leave, and other approved leave types.
- Maintain accurate leave records in the HRIS and issue all leave-related correspondence and documentation.
- Monitor leave timelines and proactively flag upcoming return-to-work dates to the relevant manager and the People Programs Coordinator. Prepare and issue return-to-work documentation and update HRIS records upon employee return.
- Coordinate offboarding processes including departure letters, equipment return checklists, and system deactivation requests; retain and file all exit documentation for retirements, voluntary departures and terminations.

Probation & Certification Administration (10%)

- Track probationary periods for all new hires, flag upcoming probation review dates for managers with sufficient lead time.
- Coordinate probation review processes in collaboration with hiring managers; follow up to ensure assessments are completed on time.
- Issue probation completion letters (successful) or probation failure letters as directed by the Director or Manager; file all documentation accordingly.
- Ensure timely action on HRIS-generated alerts related to staff certification, mandatory credential requirements including criminal record checks, First Aid/CPR, driver's abstracts, vehicle insurance verification, and any role-specific credentials.

HR Inbox & General Inquiry Routing (10%)

- Monitor and manage the HR general email inbox; triage and respond to routine Tier-1 inquiries from employees and managers etc. in a timely and professional manner.
- Maintain and periodically review the inbox triage protocol in collaboration with the Manager, HR Operations & HRIS to identify opportunities to improve experience and service.
- Support the HR and IT team with other administrative tasks as needed.

Other Duties (10%)

- Support continuous improvement of HR operations processes by identifying inefficiencies and bringing recommendations to the Manager.
- Participate in HR team meetings, projects, and initiatives as assigned.
- Perform other related duties as required and consistent with the scope of the role.

WHAT WE'RE LOOKING FOR

We know that skills and experience are built in many ways. Formal credentials, lived experience, community involvement, volunteer work, and non-traditional career paths are all valued here. If you meet most of these qualifications and are deeply committed to the mission of YWCA Regina, we encourage you to apply. Please use your cover letter to speak to the experiences — paid or unpaid — that have prepared you for this work.

Education

- Post-secondary education in Human Resources, Business Administration, or a related field.

Experience

- Minimum 1–2 years of experience in an HR Coordinator, HR Administrator, HR Generalist, or Office Administration/generalist support role.
- Demonstrated experience managing recruitment administration, HR correspondence, and leave tracking.
- Experience using an HRIS platform (e.g., ADP, BambooHR, Ceridian, or similar).
- Customer service or stakeholder-facing experience, since the role interacts with applicants and staff.

Knowledge, Skills & Abilities

- Exceptional organizational skills and attention to detail, with the ability to manage high volumes of work accurately and on deadline.
- Strong written communication skills; ability to draft clear, professional, and sensitive HR correspondence.
- Strong proficiency in Microsoft Office (Word, Excel, Outlook) and comfort with digital document management tools.
- High attention to detail and strong ability to ensure data accuracy at all times
- High level of discretion and professionalism in handling confidential employee information.

- Commitment to equity, diversity, inclusion, and the mission of the YWCA Regina.

ASSETS & PREFERRED QUALIFICATIONS

- Familiarity with ADP Workforce Now HRIS.
- Experience working in and/or a deep understanding of trauma-informed practice.
- Experience in a non-profit or multi-site work environment.
- Lived experience with the communities YWCA Regina serves, including Indigenous communities, racialized communities, or communities experiencing poverty, housing instability, or family violence.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- **Work Location:** Onsite at the Kikaskitânaw Centre, Regina, SK. Hybrid flexibility is available.
- **Physical Demands:** Typical office environment with standard physical requirements (e.g., extended periods of computer use).
- **Schedule:** Standard business hours (37.5 hours/week), with occasional evening and weekend requirements.
- **Special Conditions:** Driver's license required. Also required is a criminal record check with vulnerable sector clearance following a conditional offer of employment. Results will be assessed in relation to the duties of the role and will not automatically disqualify candidates.

YWCA REGINA EMPLOYMENT BENEFITS

- 4% employer RRSP contribution (employee-directed, no match required) available after three months of employment.
- Employer-paid extended health and dental benefits, with option to enhance coverage at minimal employee cost — available after three months of employment.
- Paid vacation, accrued based on hours worked, starting at 3 weeks annually and increasing with years of service.
- 10 statutory holiday days plus 3 YWCA Regina-recognized paid days annually.
- Paid sick days annually, with carryover provisions.
- Access to the YWCA Regina vehicle fleet for work purposes (with applicable credentials).
- Access to the organization's on-site fitness facility.
- Casual dress code and flexible work week.
- A values-driven team committed to equity, care, and community impact.

OUR COMMITMENT TO EQUITY & INCLUSION

As an organization led by and for women, YWCA Regina is deeply committed to building a team that reflects the full diversity of our community. We strongly encourage applications from Indigenous peoples (First Nations, Métis, and Inuit), Black people, racialized persons, people with disabilities, 2SLGBTQIA+ individuals, newcomers, and all others who bring perspectives that enrich our work.

We understand that systemic barriers can discourage people from applying for roles where they are underrepresented. We want to be clear: your lived experience, community knowledge, and unique perspective are genuine assets here. We are actively working to build conditions where every team member can contribute fully and see themselves reflected in our organization.

Accommodation is available at any stage of the recruitment process. If you require support to participate equitably, please contact us at and we will work with you to meet your needs in a timely and confidential manner.

YWCA Regina uses a structured interview process designed to assess competencies fairly and consistently. Shortlisted candidates will be contacted directly. We thank all applicants for their interest; only those selected for an interview will be contacted.

HOW TO APPLY

Please reference “**Coordinator, HR Operations**” clearly in the subject line of your application. Applications that do not include this reference may be deemed ineligible.

YWCA Regina invites applicants to voluntarily self-identify as Indigenous (First Nation, non-status, Métis, or Inuit) or as a member of another equity-deserving group in their cover letter and/or resume. Self-identification is entirely voluntary and will not be used in any way that disadvantages applicants.

INTERNAL APPLICANTS: Submit a letter or statement of interest from your YWCA Regina email address to careers@ywcaregina.com by 1:00 p.m. CST, Friday, September 4, 2026.

EXTERNAL APPLICANTS: Submit a cover letter and resume in one single document to careers@ywcaregina.com by 1:00 p.m. CST, Friday, September 4, 2026.

NOTE: Professional references will be requested from finalists only. Please do not include references with your initial application.

ABOUT YWCA REGINA

YWCA Regina Inc., established in 1910, aspires to a world where communities benefit from the full and equitable inclusion of women and families, and where the experiences and perspectives of women and families are reflected in all facets of society. We are a community voice of and for women — and a trusted partner in addressing the most complex issues faced by women and our community. YWCA Regina provides childcare, shelter and housing, community programs, family support programs, and outreach.

For over a century, YWCA Regina has been a cornerstone of life in Regina — evolving to meet the needs of women and families across generations. Our work spans emergency shelter, affordable housing, licensed childcare, family violence prevention, and wraparound community supports. We are a value-driven organization where staff are not simply delivering services — they are partners in meaningful, community-led change.

Working at YWCA Regina means joining a team that leads with love, operates with grit, and believes deeply that every person deserves dignity, safety, and belonging. Our staff bring a wide range of backgrounds, identities, and experiences — and that diversity makes our work stronger.

YWCA Regina is committed to anti-colonial, anti-racist practice and to a workplace that prioritizes cultural safety. We are committed to creating safe, inclusive, and accessible services and spaces for gender and sexually diverse persons. We acknowledge that our social systems, communities, and organizational processes can perpetuate the marginalization of Indigenous peoples, Black people, and gender and sexually diverse people. We are committed to systemic change and to actions that further justice, truth, and reconciliation for marginalized peoples.

OUR VALUES

- **Mutual Respect:** Everyone deserves an equitable, judgement-free environment.
- **Truth, Trust & Transparency:** We conduct our work with honesty, integrity, and transparency to hold ourselves accountable and maintain the trust we have earned in our community.
- **Community Allyship:** We embrace change by amplifying voices that guide our work. We actively advocate with and meet people and the community where they are, to support them in getting where they want to be.
- **Collaboration:** The collective strength, aligned partnerships, and interconnectedness of community enable us to drive change, disrupt power structures, and address barriers.
- **Love and Care:** The way in which we care for our people and community matters. By providing a nurturing, welcoming, and loving environment, we create spaces for care, a sense of belonging, family, and home.
- **Grit:** Our perseverance, passion, and resilience affirm our belief that change is possible even in the face of adversity.