Job Posting
Human Resources Generalist

Helping to give all kids the best chance to live a long and healthy life — that's what we do at the Stollery Children's Hospital Foundation. Is that what you want to do, too?

The position

We are looking for a Human Resources (HR) Generalist who will be responsible to coordinate and deliver day-to-day HR services, including recruitment, onboarding, employee support, benefits administration, HR systems and performance review coordination.

The role also supports HR improvement projects under the direction of the Chief Financial and Corporate Services Officer (CFCSO). The HR Generalist takes initiative, recommends practical improvements and independently manages assigned activities, while bringing forward matters requiring leadership direction or approval.

The Stollery Children's Hospital Foundation (the Foundation) is strongly committed to an inclusive, respectful and equitable workplace that represents the communities we serve. We value applicants with a diverse range of skills, experiences and competencies, and especially welcome applications from racialized persons/persons of colour, Indigenous Peoples, persons living with disabilities, 2SLGBTQIA+ persons and others who may contribute to the further diversification of ideas.

Key responsibilities

Day to Day HR Services

- Support the CFCSO in implementing an effective HR strategy and business plan that ensures the right talent is available and in place, at the right time, to support the achievement of the Foundation's goals.
- Serve as a critical link between our leadership team and our employees by working directly with our most valuable resource: our employees. Support a positive employee experience through responsive HR service, consistent administration and coordination of approved programs. Address routine questions and escalate sensitive employee relations matters to the CFCSO.
- Coordinate recruitment within approved staffing plans; support managers with postings, screening, interviews and established hiring processes.
- Support the Marketing, External Relations and Communications team (MERC) and the CFCSO with recruitment materials and employee communications that reflect the Foundation's band and values.
- Administer an engaging orientation and on-boarding program that promotes employee engagement and retention.
- Administer a competitive rewards and recognition program that creates transparency and understanding across the Foundation and is utilized for continuous growth and development.
- Prepare compensation information and coordinate the annual merit review process under the CFCSO's direction.
- Coordinate the annual performance review cycle, including communications, system administration, completion tracking and guidance on established processes.

- Compile and report HR metrics, identify emerging trends and bring observations to the CFCSO.
- Promote and support positive employee relations and an environment of open communication and trust.
- Provide guidance on established policies and routine employee matters; flag potential compliance concerns and refer complex matters to the CFCSO.
- Coordinate employee surveys, summarize results and support approved engagement initiatives.
- Coordinate approved learning activities, research options and support managers in arranging training.
- Administer the Humi HRIS system, in collaboration with the CFCSO.
- Administer the benefits programs and share relevant resources and educational information to staff.

HR Projects and Process Improvements

- Support the integration of approved Foundation priorities into employee programs and communications under the CFCSO's direction.
- Identify opportunities to improve day-to-day HR services and recommend practical solutions.
- Take ownership of assigned HR projects or workstreams, including planning activities, coordinating input, tracking progress and completing agreed deliverables.
- Research practices and draft proposed policy and process updates for CFCSO review and approval; coordinate implementation once approved.
- Support managers in effective resolution of performance issues in a timely, respectful, appropriate and thorough manner that aligns with the Foundation's performance coaching and HR practices.
- Coordinate the rollout of approved programs and process changes, keeping employees and managers informed.
- Exercise sound judgment about when to act independently and when to seek direction or escalate an issue
- Actively promote and participate in the fundraising activities of the Foundation.

As our ideal candidate, you have the following:

- A university degree or diploma in a related field, and/or equivalent education and experience.
- CPHR designation or equivalent qualification or experience.
- Evidence of regular and ongoing professional development in HR practices.
- 5-plus years operational HR experience within a diverse workforce.
- Experience with fundraising and/or not-for-profit organizations an asset.
- A collaborative approach and a track record of building strong partnerships at all levels, internally and externally.
- Skills in coaching, facilitation, conflict resolution and relationship management.
- Practical experience in recruitment, onboarding, HR administration, employee support and performance processes.
- Ability to define and implement success metrics and monitor change progress.

- Experience coordinating projects and supporting implementation of process improvements.
- A clear communicator with superior verbal and written communication and customer interaction skills.
- Working knowledge of applicable employment requirements and the judgment to seek guidance.
- Experience with effective H&S principles, safe work practices and disability management.
- Excellent organizational skills, with the proven ability to reprioritize based on business requirements.

Additional information

- Our successful applicant will be required to undergo a background and credit check
- Our successful applicant will be required to maintain a valid driver's license and access to a properly insured vehicle

If this position describes you and you're motivated to make a difference in the lives of children, we invite you to submit your cover letter and resumé. This position will remain open until Friday November 13, 2026, or until we find a qualified candidate who's a great addition to our vibrant culture.

To apply, please email: pierre.gagnon@stollerykids.com
**** Enter "HR Generalist" in the subject line.**