



**CONTEMPORARY
CALGARY**

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Job Title: Human Resources Coordinator
Location: Contemporary Calgary, 701 11 St SW, Calgary, AB
Full or Part Time: Part-Time
Hours of Work: 3 days per week (24 hours per week)
Salary: \$36,000 (0.6 FTE of \$60,000 Salary)
Closing date: November 12, 2024

**Please apply with a cover letter and resume in PDF format
to careers@contemporarycalgary.com**

Subject Line: HR Coordinator

Not all applicants will be contacted for an interview

About Contemporary Calgary

Contemporary Calgary provides Calgary and its visitors with a significant visual arts destination dedicated to modern and contemporary art. We believe that art can foster conversation, encourage the exploration of new ideas, and ultimately transform the places we live and the lives we lead. As a young and ambitious institution, we uphold the values that make us a welcoming, inclusive, engaging, and relevant space that is expansive in its representation of artists and ideas.

Contemporary Calgary is an equal opportunity employer committed to creating a diverse, respectful, and inclusive environment that is reflective of the community we serve. We encourage applications from all qualified candidates.

Job Description

Contemporary Calgary is seeking a **Human Resources Coordinator** to support our team in managing key HR functions. The part-time role will oversee essential HR tasks such as recruitment, payroll, benefits administration, and maintaining employee records, ensuring compliance with HR policies and procedures. This position will also play an integral role in enhancing workplace culture, ensuring that HR operations align with the organization's values and goals.



Role & Responsibilities

- **Recruitment & Hiring:** Manage full-cycle recruitment processes, including job postings, interviewing, hiring, and onboarding of new staff.
- **Payroll & Benefits:** Oversee payroll processing, ensuring accuracy and timely payments, and administer employee benefits programs.
- **Contracts & Employee Records:** Maintain organized records of employee data, contracts, and employment documentation in compliance with regulations.
- **HR Policy Management:** Support the development and implementation of HR policies, ensuring they are effectively communicated to staff.
- **Employee Support:** Act as the first point of contact for HR-related inquiries, providing guidance on HR policies, payroll, benefits, and other matters.
- **Compliance:** Ensure all HR practices adhere to relevant employment laws and organizational policies.

Experience & Qualifications

- Post-secondary education in Human Resources or a related field; a CPHR designation is an asset.
- 5+ years of experience in an HR coordination role, preferably with payroll and benefits management experience.
- Strong organizational skills with the ability to manage multiple HR tasks efficiently.
- Excellent communication skills and a professional demeanor with a strong sense of discretion when handling sensitive information.
- Experience with payroll software and HR information systems is an asset.
- Familiarity with current labor laws and regulations.

We look forward to receiving your application!