



**Bowen
Children's
Centre**

Bowen Children's Centre

650 Carter Road, Bowen Island, BC, V0N 1G2

(604)947-9626

info@bowenchildrenscentre.ca

www.bowenchildrenscentre.ca

Job Posting: Human Resources Coordinator (Part-Time)

Schedule: 16-20 hours per week

Compensation: \$30/hour

Location: Bowen Island (blend of in office & remote)

Organization: Bowen Children's Centre Society

About Us

Bowen Children's Centre Society is a nonprofit childcare centre dedicated to providing high-quality, inclusive, and nurturing early learning and care for children and families in our community. With a team of approximately 40 staff, we value collaboration, respect, and a supportive workplace culture.

Position Summary

We are seeking a part-time Human Resources Coordinator to support our growing organization. This role is ideal for an HR professional who enjoys building positive workplace relationships in a collaborative community environment and brings experience in recruitment, onboarding, benefits administration, and employee relations.

Key Responsibilities

Recruitment & Hiring

- Coordinate and support full-cycle recruitment, including job postings, screening, and interview scheduling
- Assist management in selecting qualified candidates aligned with our organizational values
- Maintain recruitment records and support onboarding preparation

Onboarding & Orientation

- Lead and coordinate onboarding for new hires, ensuring a welcoming and structured experience
- Prepare employment documentation, orientation materials, and training schedules
- Support probationary review processes and yearly evaluations

Benefits & HR Administration

- Administer employee benefits programs, training and respond to staff inquiries
- Maintain accurate employee records and HR documentation
- Ensure compliance with Employment Standards and BCC policies

Employee Relations & Conflict Resolution

- Promote a positive, respectful workplace culture
- Provide guidance and support to staff and supervisors on HR matters
- Assist with conflict resolution and workplace concerns in a fair and confidential manner

Policy & Compliance

- Support the development, review, and implementation of HR policies and procedures
- Ensure compliance with relevant employment legislation and best practices

Qualifications

- Diploma or degree in Human Resources, Business Administration, or a related field
- 3+ years of HR experience, preferably in a nonprofit or childcare setting
- Strong knowledge of recruitment, onboarding, and benefits administration
- Experience with employee relations and conflict resolution
- Excellent interpersonal, communication, and organizational skills with a focus on collaboration and cooperation
- Ability to handle sensitive information with discretion and confidentiality

What We Offer

- Flexible part-time schedule (16-20 hours per week)
- Meaningful work in a supportive nonprofit environment
- Opportunity to contribute to a positive workplace culture

How to Apply

Please submit your resume and a brief cover letter outlining your experience and interest in the role to admin@bowenchildrenscentre.ca