



JOB POSTING

POSITION TITLE	HR & Administrative Coordinator
REPORTS TO	Finance & HR Manager
COMMITMENT	Fulltime; 37.5hrs/week

Do you enjoy helping people, thrive in a fast-paced environment, and have a passion for health and wellness? We're looking for a self-starter who's motivated, brings fresh ideas and is driven to make change in the field of Human Resources and Administration. If that sounds like you—we'd love to meet you!

Why PiSE?

PiSE (Pacific Institute for Sport Education) is more than just a fitness centre — we're a community hub for learning, movement, inclusion, and sport development. Since 2008, we've supported people of all ages and abilities across South Vancouver Island by promoting active, healthy lifestyles. We're proud to be a non-profit leader in physical literacy and accessibility, transforming lives through education and sport. Learn more at pise.ca.

About the Role:

Serving as part of the Leadership team, this role is responsible for leading and advising on the daily functions of the Human Resources department from all stages of the employment lifecycle, including recruitment, onboarding, payroll preparation and benefits administration, employee relations, policy implementation/compliance, terminations, training and development, and overall employee records maintenance. The **HR & Administrative Coordinator** acts as secretary to the Board of Directors through the CEO and Board Chair and provides administrative support for the Management team and overall office. We're looking for someone with a solid foundation in Human Resources who thrives on organization, precision and people-first values. The ideal candidate will help cultivate a workplace culture where employees feel valued and supported.

As an HR & Administrative Coordinator, you will:

Human Resources duties:

- Maintain the employee database and process bi-weekly payroll
- HR support for all levels (employee relations, recruitment and selection, performance management, policy and procedure, etc.)
- Manage co-op student and volunteer recruitment programs
- Prepare and finalize all HR paperwork with incoming and outgoing employees
- Serve as Administrator for employee RRSP plan and extended benefits plan; assist employees with submitting claims; add/remove employees from plans; semi-monthly online contributions
- With approval from the CEO, plans, develops, implements and maintains all policies and procedures that are associated with the efficient operation of the organization, based on employment standards and organizational requirements; continually looking ahead to improve policies and procedures where needed
- Lead employee engagement (rewards & recognition programs, birthdays, holiday parties, special milestones etc.)
- Facilitate in-house learning opportunities (benefits, payroll, RSP etc)
- Lead committees (ie. Health & Safety, Inclusion, Social etc)

JOB POSTING

Governance duties:

- Serve as the main point of contact for the Board of Directors and committee members
- Regularly communicate with the CEO and Board Chair for signatures and meeting and agenda organization
- Maintain Governance Manual
- Filing of audited financial statements and keeping Society status up to date with BC registry
- Manage, arrange and attend all Board and committee meetings, draft agendas, record meeting minutes and related correspondence

Administrative duties:

- Provide administrative and clerical support to the CEO and Management/Executive team, including drafting correspondence and reports, booking & tracking attendance for meetings, managing calendars
- Serve as liaison between PiSE staff and IT for all staff IT needs
- Track, manage, and submit reports associated with a variety of grants in accordance with grant deadlines
- Monthly reconciliation of corporate credit card statements
- Assist with facility rental bookings and inquiries as needed
- Other duties as required, working closely with all staff, particularly both the Leadership and Executive Team members

What We Offer:

- **Extended Health & Dental Benefits**
- **RRSP Matching**
- **Free membership** to our Fitness Centre
- **Discounts** on PiSE-led programs
- **Flexible scheduling with paid time off** to fit your lifestyle
- **Supportive and inclusive team** culture
- **Free on-site parking**
- **Fun staff events** and community involvement
- **Professional Development training opportunities**
- **Free PiSE-led summer camp registration** for while you are at work (depends on availability)

What You Bring:

- Diploma or degree in Human Resources, Business Administration or a related field
- Minimum of 1-2 years of experience in Human Resources or a similar role
- Familiarity with Payworks or other HRIS program an asset
- Strong leadership and interpersonal skills
- Ability to manage priorities and meet deadlines with keen attention to detail
- Analyze issues and resolves problems with excellent judgment and decision-making skills
- Knowledge of WCB processes, HR policies and procedures and compliance with employment regulations



JOB POSTING

- Demonstrates drive and initiative
- Proficiency in MS Word, Excel, Power Point and Outlook
- Ability to maintain confidentiality and handle sensitive information
- Experience with Board Governance an asset

TO APPLY

Please submit a resume and a cover letter by **11:59pm, July 20th, 2025** to:

Brianna Wheeler
careers@pise.ca

Thank you for your interest in PiSE.

*Please note, due to the number of resumes received,
only candidates selected for an interview will be contacted.*