



Human Resources Assistant

Advance your HR career and support BC's K-12 schools as Make a Future's Human Resources Assistant. Make a Future was created by the BC Public School Employers' Association (BCPSEA) as a joint venture with British Columbia's 60 public boards of education and the Ministry of Education. In 10 years, Make a Future has evolved to become the official recruitment portal of BC's public school districts and independent schools. We provide innovative services and resources to advance K-12 employee recruitment to ensure that the right people are in the right place at the right time.

As a key member of our diverse team, you will support BC's K-12 employers through the implementation of our multifaceted recruitment strategy.

Your primary responsibility is to develop and administer recruitment advertising plans to support the hiring of teachers, principals and vice principals, district management staff, and support staff. You will also have the opportunity to travel across Canada to participate in career fairs to promote teaching careers in BC and source teacher candidates. You will also assist in shaping Make a Future's social media voice on Facebook, Twitter, LinkedIn, and Instagram.

As the HR Assistant, your day-to-day responsibilities will vary. One day you may assist a school district with administering a national recruitment advertising campaign for French Immersion teachers, and another day you may be in Montreal participating in a career fair. Your role will be shaped by the evolving needs of our member organizations, and by the skillset you bring to the position.

Other responsibilities include, but are not limited to:

- Developing job postings and providing HR resources (e.g. interview questions) to employers
- Providing customer service and technical support to employers and job seekers
- Maintaining and updating relevant contact lists in Excel and MailChimp
- Data entry, invoicing and creating reports

If you're a person who enjoys variety in their work, has innovative ideas, and is capable of managing an assorted workload, this is the opportunity for you.

Our ideal candidate has excellent attention to detail, is service oriented, and can effectively communicate and work with a variety of stakeholders. A diploma/certificate in human resources, fluency in French, and previous work experience in the education sector would be assets.

If you're interested in advancing your HR career in this exciting role, please apply at <http://bit.ly/2LORzV7> by July 26, 2019, at 4 pm.

Make a Future's office is located at the Renfrew Centre in Vancouver, British Columbia. Our workplace is accessible via SkyTrain, and our building provides underground parking, bike lockers and a gym.

The British Columbia Public School Employers' Association is a full-service employers' association and is the accredited bargaining agent for the province's 60 public boards of education, for unionized teaching and support staff in the British Columbia K-12 public education system.