

POSITION AVAILABLE
People and Culture Coordinator
Atlantic Education International Inc. ("AEI")
Location: Fredericton, NB
On-site, full-time

Are you someone who is passionate about developing and implementing strategies and program to foster positive employee experiences and enhance overall organizational performance? Atlantic Education International Inc. (AEI) is expanding their team and is seeking a people-oriented, results driven individual to take on a key role within the organization.

WHO WE ARE

AEI is a people-first organization that seeks to enrich the lives of individuals and communities through access to meaningful educational experiences. At AEI we are committed to creating defining experiences that positively affect global learners for the rest of their lives and create a lasting impact on their communities. AEI operates two business lines, namely:

- *New Brunswick Offshore Schools Program:* This program oversees the establishment of school partnerships around the world where New Brunswick's Anglophone curriculum is taught, and its high school diploma awarded.
- *New Brunswick International Student Program:* This program recruits and welcomes over 800 students from around the world every year who come to New Brunswick to live in our communities with host families and attend our middle and high schools.

In 2022, AEI embarked on an exciting and ambitious three-year plan for sustainable and strategic growth across both of its business lines. Thus far, the priorities, actions, and strategies employed by the team have yielded significant results in the immediate and projections for more long-term growth opportunities, moving forward.

RESPONSIBILITIES

- As the People and Culture Coordinator, you will be responsible ensuring the following staff arrangements are in place: recruiting, determining training and development needs, resolving conflict, setting performance objectives, establishing appropriate evaluations, providing motivation and coaching. Specific responsibilities include, but are not limited to:

Recruitment, Engagement, and Retention

- Provide support with roles descriptions.
- Develop and manage onboarding, engagement, retention, and exit management systems.
- Provide training for new hires on company policies and procedures and ensure safekeeping on employee records.
- Be a culture champion by building meaningful programs for the organization,

facilitating employee recognition programs and other HR driven initiatives to increase employee morale, motivation, and satisfaction.

- Provide leadership with AEI's social committee to create staff events that are engaging.

Employee Engagement and Relations

- Provide guidance and support to all management and staff on HR related matters; foster collaboration with an amongst all levels of staff; contribute to overall staff morale.
- Develop, implement, and monitor a performance management process within the organization.
- Develop content for organizational newsletter and other organization-wide communication efforts.
- Support the Management Team in identifying and addressing workforce development needs.

Training and Development

- Design and conduct training and development programs to improve individual and organizational performance. May collaborate with internal or external partners.
- Promote awareness of the organization's mission, vision, and values, through training, linking, and messaging
- Support the professional and personal growth of staff, providing ad hoc advising and coaching and linking to resources.
- Work with employees to ensure technology and software training needs are met.

Operational Systems and Analysis

- Develop programs, policies, and procedures to support organization's ability to ensure continuous improvement and operational excellence, creating a strong working environment and positive culture with high employee engagement.
- Manage and upkeep AEI's employee benefits.
- Manage the internal HR software to ensure company information is up to date.
- Evaluate and analyze data and metrics to ensure the effectiveness of the people operations function.
- Support managers as needed in the execution of HR policies and programs.
- Develop and manage a cloud-based system for the storage and easy access of information organization-wide.

Other duties as assigned.

QUALIFICATIONS

Your attitude, skills and interests are just as important as your area of study/or experience. We are looking for diverse backgrounds that bring a combination of the following:

Education and Experience:

- Post-secondary education in human resources, business administration, or other relevant field or equivalent combination of education and work experience in human resources.

- Minimum of six (6) years of human resources experience in a fast-paced environment.
- Developed knowledge in all HR fields, particularly employee relations, change, people, and performance management.

Knowledge, Skills, and Abilities:

- Knowledge of applicable employment law and Human Rights in Canada.
- Knowledge of Workplace Health & Safety regulations.
- Strong project management, organizational, planning, and prioritization skills.
- Exceptional judgment and decision-making skills with the ability to exercise discretion and confidentiality.
- Excellent communication and interpersonal skills, strong knowledge of people management, and coaching.
- Ability to assess root cause and successfully advise on complex employee relations issues utilizing effective conflict resolution skills.
- High emotional and social intelligence with experience fostering positive and strong relationships with diverse groups of people.
- Strong presentation skills, strong analytical skills, and ability to perform tasks with minimal supervision.
- Be able to motivate staff through positive employee relations.
- Discretion, sensitivity, and confidentiality.
- Demonstrate ability to listen actively and empathetically, analyze and inform appropriately while maintaining the required sensibilities in handling confidential information.
- Ability to determine when to escalate concerns or problems to leadership.
- Skilled in Microsoft Office Suites; Excel, Outlook, PowerPoint, Word.

Success in this position requires a passionate, organized, and highly motivated individual who is driven to foster a positive working environment.

If you're ready to leverage your skills in a role that provides emotional fulfillment behind the basic financial responsibilities, working alongside a team of individuals who are inspired to see their support come to fruition, we want to hear from you! Qualified applicants are asked to submit a resume and cover letter via email to aeihr@gnb.ca citing "People and Culture Coordinator" in the subject line no later than October 25th, 2024.

COMPENSATION AND BENEFITS

Compensation will be commensurate of the successful candidate's level of education, knowledge and experience pertaining to the role, however, the salary range for this position is expected to be between \$63,700 - \$88,972, following the pay bands of the Government of New Brunswick.

AEI offers a comprehensive benefits package, including but not limited to:

- Extended Health and dental plan
- Statutory and non-statutory holidays
- RRSP matching
- Comprehensive vacation package

We appreciate all expressed interest in this position, however, only the candidates selected for interview will be contacted. No phone calls please.

We encourage and consider applications from all qualified individuals regardless of race, religion, color, gender identity or expression, sexual orientation, disability, age, or those of other minority groups. Members of designated groups are encouraged to self-identify. All qualified individuals are encouraged to apply; however Canadian Citizens and Permanent Residents will be given priority.