



Recruitment Coordinator

Nanaimo Ladysmith Public Schools is committed to creating an inclusive and equitable learning community where every individual thrives, guided by the values of justice, equity, diversity, inclusion (JEDI), and the Syeyutsus Reconciliation Framework. Our 2024–2028 Strategic Plan centers on three foundational goals: Student Success, Student & Employee Wellness, and Truth & Reconciliation.

We are seeking a highly motivated and detail-oriented Recruitment Coordinator to join our Human Resources team. Reporting to the Director of Workforce Strategy, Talent and Wellbeing, this role plays a critical part in supporting districtwide recruitment processes, building strong candidate pipelines, coordinating hiring activities, and ensuring timely, accurate, and professional recruitment services across all employee groups.

Responsibilities

Recruitment Coordination & Candidate Support

- Coordinate internal and external job competitions, including posting roles, managing timelines, and ensuring processes follow district policies and Collective Agreement requirements.
- Schedule and support interviews, conduct reference checks, assist with short-listing, and coordinate all aspects of candidate communication.
- Prepare job postings, advertisements, screening tools, and recruitment documentation.
- Support new hire onboarding by ensuring all required documents and employment records are completed accurately and on time.

Talent Sourcing & Outreach

- Support development of creative, multi-channel sourcing strategies, including job boards, social media, career platforms, community networks, and targeted outreach channels.
- Assist in building and maintaining relationships with post-secondary institutions, community partners, and industry organizations to strengthen candidate pipelines.
- Participate in career fairs—both virtual and in-person—and support the development of marketing materials and recruitment presence.
- Conduct research to identify emerging sourcing trends, talent market insights, and opportunities to improve applicant flow.

Systems, Data & Process Improvement

- Maintain applicant tracking and sourcing databases to ensure accurate, up-to-date candidate information.
- Track recruitment metrics (e.g., time-to-fill, source of hire) and provide data to support workforce planning and continuous improvement initiatives.
- Ensure recruitment practices comply with employment legislation, including the *Employment Standards Act*, Labour Relations Code, Human Rights Code, Privacy legislation, and *School Act* requirements.
- Assist with job evaluation processes and documentation when required.

Stakeholder & Internal Collaboration

- Build strong working relationships with hiring managers, school administrators, and departmental leaders to support staffing needs.
- Provide excellent service through professional, timely communication with candidates, employees, and external partners.
- Liaise with HR, Payroll, and Finance to ensure alignment on hiring approvals, documentation, and onboarding processes.



Qualifications and Experience

- Completion of Post Secondary education in Human Resources, Business Administration, Office Administration, or a related field; or an equivalent combination of education and experience.
- Minimum 2 years' experience in recruitment or HR support within a unionized environment.
- Demonstrated experience with sourcing tools, HR systems, or applicant tracking systems preferred.
- Familiarity with relevant employment legislation (Employment Standards, Labour Code, Human Rights, Privacy, *School Act*).
- Advanced proficiency in Microsoft 365 (Outlook, Word, Excel, PowerPoint, Teams).
- Demonstrated ability to work independently with a high degree of initiative, discretion, accountability, and commitment to excellence.
- Strong interpersonal skills and a demonstrated commitment to inclusive practices, equity, and respectful workplace relationships.
- Able to perform the duties of the position, including setting up and dismantling meeting rooms, arranging tables and audio-visual equipment, lifting and moving materials, and transporting supplies between district locations as required.
- Ability to attend and support early morning, evening, or occasional weekend meetings and events.
- Valid BC Class 5 Driver's License.

This position offers a competitive salary and benefits package. The salary range for this position is \$76,608 – \$95,760 per annum. Initial placement within the range is based on education and experience.

How to Apply

Please apply online on Make a Future at <https://buff.ly/rpknOwi> by clicking the Apply button next to the job details.

Applications should include a cover letter, a detailed personal résumé, and any other relevant supporting documentation related to your education.

Please note: Nanaimo Ladysmith Public Schools would like to thank all applicants for their interest in working with us, however, only shortlisted applicants will be contacted.

If you have questions or require assistance with the application process, please contact the Customer Care department at MakeAFuture at 1 866 806 6851 or applicant@makeafuture.ca