



United Way
East Ontario

WORKING WITH COMMUNITIES
IN PRESCOTT-RUSSELL, OTTAWA,
LANARK AND RENFREW COUNTIES

ASSIGNMENT DESCRIPTION

ROLE IDENTIFICATION

Role:	Project Manager, HRIS Implementation and Data Analysis
Department:	Corporate Services
Reports to:	Senior Director, HR and Organizational Development

PURPOSE OF ASSIGNMENT

Reporting to the Senior Director of Human Resources and Organizational Development, the Project Manager leads and supports the implementation of developed strategies and projects in the areas of HRIS Implementation for United Way East Ontario staff. This role also includes opportunities for research and policy review on select Human Resources issues to inform senior management on best practices to increase organizational effectiveness through technology.

RESPONSIBILITIES

- Support implementation of HRIS software
- Develop and deliver relevant learning and development opportunities according to organization-wide and department priorities
- Develop calendar of events and programs for staff learning
- Identify and communicate to staff about technology implementation
- Monitor ongoing participation and outcomes regarding HRIS implementation and utilization
- Conduct research and report on best practices for enabling people through technology that enhance organizational effectiveness and engagement
- Attend weekly HR meetings

TIME COMMITMENT

This assignment is a full-time one year opportunity and includes professional training. The candidate must be available for the full duration of the placement.

QUALIFICATIONS

- Experience in Human Resources, preferably in area of technology and organizational effectiveness
- Ability to work independently when required and maintain confidentiality of information
- Ability to effectively work remotely and in an office environment
- Strong communication and interpersonal skills
- Project management experience
- Interpersonal skills complemented by the ability and desire to build relationships, motivate others, encourage involvement and instill a sense of excitement/pride in others.
- High energy level with a flexible approach and willingness “to do whatever it takes to get the job done with integrity.”
- Proficiency in a variety of computer software including experience in HRIS software, M365

BENEFITS OF THIS ASSIGNMENT

- Apply and refine the following professional competencies through experience in the non-profit sector: Communication; Interpersonal; Client Services; Leadership; Thinking; and Organizational
- Opportunity to work with a dynamic community organization
- Contribute to making our community stronger, healthier and safer for all
- Network with United Way East Ontario staff and volunteers

HOW TO APPLY

Please obtain your manager’s approval and then send your CV and a cover letter (maximum 500 words) to igsteil@unitedwyeo.ca. Please indicate which positions are of interest and copy your manager in your submission.