



Alliance Française  
Canada Pacific

## JOB DESCRIPTION

### HUMAN RESOURCES COORDINATOR

*The use of masculine gender is for ease of reading and is not intended to be discriminatory.*

**Location:** Vancouver, British Columbia (BC)

**Organization Type:** Non-profit association with charitable status

**Job Type:** Full time (40 hours per week) / Permanent position / option for some hybrid work

**Language Requirements:** English and French are essential

#### About the Alliance Française:

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The **Alliance Française Canada Pacific (AFCP)** is a Canadian non-profit association with two branches in British Columbia: one in Vancouver (head office) and one in Victoria.

#### Our Mission:

- To offer French language education programs for all ages and levels
- To promote local and international Francophone cultures through cultural spaces and professional cultural events
- To provide a welcoming space for community gatherings

#### Our values :

- Enriching human experience and understanding through bilingualism and intercultural exchange
- Promoting the French language and Francophone cultures, which hold a special place in Canada
- Striving for excellence in education
- Creating multicultural and friendly experiences to bring the community together

#### About the position:

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Under the supervision of the Executive Director, you will be responsible for coordinating Human Resources within our organization. Key responsibilities include:

#### Recruitment and Onboarding:

- Draft and post job descriptions and job offers
- Identify best candidates and conduct initial interviews
- Monitor and recommend appropriate pay ranges
- Organize onboarding for new employees
- Contribute to writing and updating the Employee Handbook

#### Administrative HR Coordination:

- Draft and coordinate employment contracts and employee records
- Monitor work hours, absences, leave, and sick days
- Ensure compliance with labor laws and legal obligations in accordance with BC standards

#### Employee Relations:

- Coordinate Health and Safety Committee meetings
- Handle individual and collective conflicts
- Ensure internal and informal communication, participate in our social committee (Comité de la fête)



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**Skills Development:**

- Identify training needs and design and implement training plans for staff and managers
- Coach managers on how to prepare for and conduct performance reviews

**Profile and required skills:**

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**Technical Skills:**

- Knowledge of Canadian and BC labor laws
- Familiarity with immigration policies and visa processes for international recruitment
- Experience in HR coordination in a multicultural environment
- 3 to 5 years of experience in a similar role, ideally in an educational or non-profit setting
- Proficient in management tools and office software (Excel, Word)
- Experience in a bilingual and multicultural environment is an asset

**Interpersonal Skills:**

- Analytical mindset, organizational skills, and attention to detail
- Solution-oriented attitude
- Excellent communication skills in both French and English
- Ethical and collaborative leadership
- Sensitivity to educational and cultural issues and alignment with AFCP's mission

**Compensation and Benefits:**

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**Salary Range:** \$55,000 to \$65,000 CAD annually

The base salary offered within this range is determined by several factors, such as job-related skills, education, and relevant experience. Please note that new employees at AFCP are typically hired in the lower half of the range to promote internal equity and allow room for growth for those who thrive in their roles. The above range reflects base salary only and does not include our bonus program or benefits package.

**Other Compensation Components:**

- 20 days of accrued leave in addition to 13 other paid days
- Discretionary annual bonus
- Health benefits (Employer contribution to a flex health benefit plan)
- Defined contribution pension plan
- Flexible work options
- Support for professional growth (learning and development opportunities, mentorship, etc.)
- Free or discounted access to AFCP events and services

**How to apply:**

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Send your resume and cover letter to: [officemanager@alliancefrancaise.ca](mailto:officemanager@alliancefrancaise.ca)

**Alliance Française Canada Pacific** is an equal opportunity employer and welcomes applicants from all backgrounds. We thank all applicants for their interest in Alliance Française Canada Pacific; however, only those selected for an interview will be contacted.

**Join our team and help us promote the beauty of the French language and Francophone cultures in BC!**