



HR Coordinator & Junior Recruiter

www.redstoneagency.ca | www.redstoneevents.com

Who we are:

Redstone is made up of dedicated, intelligent, and hard-working individuals. We are a tech-savvy, digital-obsessed, and a Millennial-run agency striving to make a positive IMPACT on the event and association industry. We believe in establishing and maintaining TRUST with our team members and our clients. We strive to achieve 'the best possible', rejecting what is 'simply acceptable' in our mission to go the EXTRA MILE in everything we do.

At Redstone, we recognize that an organization's success is completely dependent on the PEOPLE within it; that's why we choose to only work with the very best. As a team, we work hard, are client-focused, and like to have fun. Enhancing our culture and the employee experience is a top priority at Redstone, so we value career growth and development by investing in you.

What we do:

We are an agency focused on delivering outsourced professional services to professional and trade associations. These services include membership management (retention and acquisition), board of director support, committee administration, sponsorship management, financial management, marketing, social and communications services, digital and hybrid event management, in-person event management, and so much more!

Our mission is to drive growth in our clients' organizations, make a positive impact in their communities, and make the volunteer experience enjoyable for everyone we work with. Customer service is our passion.

Redstone Life:

Our office is located in midtown Toronto, with a flexible approach to hybrid and remote work, depending on the requirements of your role. We're a full-service boutique agency with a growing team, which means you will work hard, have a lot of responsibility, you'll be challenged daily, and you'll work side-by-side with the senior leadership as you learn and grow within our company. We have a flexible hours policy – you work when you are most productive and we understand the need to have a work-life blend, because we have that need too.

Who you are:

- You are aligned with Redstone's mission and our core values – please check them out!
- You have a university/college degree in Human Resources, Business Administration or another related field
- You can juggle priorities in a busy and ever-changing virtual office environment, to balance multiple projects at once and adhere to strict deadlines
- You are a self-starter and take initiative, work without supervision, and begin projects independently (even while working in a virtual team environment)
- You have excellent verbal and written communication skills, organizational skills, time management, and must be detail and process oriented to be successful in this role
- You can execute a significant amount of judgment, tact, diplomacy, confidentiality, and discretion in all aspects of the role
- You anticipate needs and actively proactively seek out solutions. Determine and implement process improvements
- You have strong interpersonal skills, confidence, poise, integrity and professionalism
- You can work independently but also work effectively in a team environment



- You can be both proactive and reactive
- Your first instinct when confronting a new problem that you don't know the answer to is to figure it out, then chart a path forward (resourcefulness)
- You have the ability to work outside of regular work hours as required

What you'll do:

As an essential part of the Culture & Operations team, you will support the recruitment and onboarding process, daily operations of Redstone, and contribute to making a positive impact on our vibrant company culture. The HR Coordinator will support a variety of projects ranging from recruitment, new hire onboarding, company and committee initiatives, and maintain and manage Redstone's HRIS and databases. Adaptable, deadline-driven, organized, proactive, resourceful and responsible should be words that describe who you are to succeed in this multi-faceted role.

Recruitment (75%)

- Assist with the recruitment process by identifying candidates, screening candidates, conducting interviews and reference checks for Redstone and 1 client
- Ability to recruit for 2-10 roles at any given time including for positions including short-term contracts, permanent roles, and internships across all departments
- Successfully complete employee new hire onboarding tasks, orientations, and maintain employee records and databases
- Proactively source and maintain a growing candidate pipeline
- Support the management of the organization's HRIS and prepare reports on general HR activity
- Assist in revising, creating and posting job descriptions
- Build applicant sources by researching and contacting community services, colleges, universities and securing Redstone's virtual or in-person booth at Student Career Fairs
- Gain a robust understanding of Redstone and the opportunities and services we offer to best identify and obtain top candidates

HR Tasks (25%)

- Work closely with the Culture and Operations team
- Participate in developing organizational guidelines and procedures including reviewing and updating the Employee Handbook on an annual basis or as needed
- Coordinate employee development plans and performance management with appropriate departments
- Oversee and ensure company-wide Performance Reviews are being conducted and scheduled in a timely manner for 3-month, 6-month, and annual reviews
- Keep up to date with the latest HR trends and best practices
- Draft staffing and other HR announcements communications for internal circulation (the Weekly)
- Support strategic planning, reporting and ad hoc projects as needed

Base salary range: \$40,000 - \$50,000 based on experience

Why Choose Us?

Work for a rapidly growing, culture-based company allows each employee the freedom to work and provide creative input. That alone has been an enticing offer for our team, allowing each of our members to expand and strengthen their skills and network. Here are just a few more reasons to work at Redstone:

- Health, Drug and Dental Insurance
- Employer paid Group Life Insurance
- Paid Company holiday between Christmas and New Years



- Paid sick days and personal days
- Flexible working hours (ensuring meeting client expectations and team check-ins) and Summer hours
- Become fulfilled in work that matters by supporting the growth and business needs of non-profit organizations
- Opportunities to attend in-person and virtual conferences, workshops, industry accreditation and certifications for personal and professional growth through the company
- Travel opportunities to work at our events alongside our talented event staff
- Company events and team engagement initiatives to enhance the remote working culture
 - Team lunches (in and out of the office), step challenges, happy hours, game nights, holiday and summer parties, charity participation, and more!

Application Instructions:

Please email your resume and cover letter to Ryenn Cadesky at hr@redstoneagency.ca with the title of this role in the subject line.

Due to the volume of applications, only successful applicants will be contacted with next steps.