

Job Title: Human Resources Project Specialist

Organization: Hiyam Housing

Location: Admin Office, North Vancouver

Reports To: HR Manager

Employment Type: Full-Time

Position Summary:

Organization Overview

Hiyam' Housing Society is a supportive, Indigenous-led non-profit housing organization committed to providing safe, stable, and culturally grounded housing services. We work in partnership with community members, staff, and leadership to strengthen housing stability and organizational sustainability.

Position Summary

The HR Projects Specialist is a key individual contributor responsible for coordinating and delivering human resources projects that strengthen people practices, operational consistency, and organizational effectiveness. Working closely with cross-functional partners, this role supports the planning, implementation, and evaluation of HR initiatives aligned with organizational priorities and values.

The HR Projects Specialist reports to the HR Manager and works in close partnership with them on all major initiatives. While the role is highly hands-on and execution-focused, the incumbent will receive guidance, collaboration, and strategic direction from the HR Manager throughout project design and implementation.

This position is well-suited to an experienced HR professional who thrives in project-based work, brings strong organizational skills, and is comfortable working in a dynamic, supportive non-profit housing environment.

Key Responsibilities

Hands-On HR Project Delivery

- Execute HR project components from design through implementation, following guidance and direction from the HR Manager
- Translate high-level direction into practical, usable HR tools, frameworks, and deliverables

- Manage multiple concurrent projects, escalating risks, resourcing constraints, or decision points to the HR Manager as appropriate
- Ensure all deliverables are completed to a high professional standard and aligned with approved priorities

Compensation & Total Rewards Projects

- Development, documentation, and ongoing maintenance of compensation frameworks, salary bands, and role leveling structures
- Conduct research and assist in rollout of an annual compensation review and budgeting processes, including data analysis, benchmarking support, and implementation tracking
- Develop clear, user-friendly compensation tools, guidelines, and communications for managers and staff

Employee Engagement and Experience

- Enhance and continuously improve the employee experience to be polished, professional, and consistent across roles and sites, contributing to strong employee engagement and retention
- Create programs to strengthen employee engagement through inclusive, people-centred practices and continuous improvement initiatives that promote belonging, clarity, and connection to the organization's mission
- Develop and improve employee experience materials to be comprehensive, including checklists, timelines, and templates for managers and new hires
- Ensure employee experience practices include trauma-informed approaches while reflecting Squamish values and culture

Training & Learning Systems

- Design, implement, and manage organization-wide training programs, including mandatory, role-specific, and leadership training
- Oversee the selection, setup, and administration of a Learning Management System (LMS) or functional alternative including content organization, user tracking, and reporting
- Implement systems to track training and schedule training courses as needed to ensure completion, certifications, and compliance requirements
- Partner with leaders to identify training needs, support program rollout and enhance / improve existing training such as but not limited to onboarding and orientation

Policy Development & Consolidation

- Review and consolidation of HR and Operational policies, streamlining fragmented or outdated documents into a clear, cohesive policy framework
- Rewrite policies to ensure clarity, accessibility, and alignment with employment legislation and organizational values
- Maintain version control, approval workflows, and communication plans for policy updates

Employer Brand & Employee Value Proposition (EVP)

- Define and articulate a compelling employer brand and Employee Value Proposition (EVP) aligned with the organization's mission and culture
- Create consistent, professional HR-facing content (career pages, recruitment materials, internal communications)
- Collaborate with recruitment and leadership teams to strengthen the candidate and employee experience

Performance Management & Talent Development

- Oversee the implementation of a development-focused performance management framework aligned with organizational values
- Rollout annual performance review cycle, ensuring processes are clear, consistent, timely, and focused on growth and accountability
- Develop practical performance management tools, including:
 - Performance Improvement Plan (PIP) and action planning templates
 - Individual Development Plan (IDP) templates and guidance
 - Manager toolkits and employee-facing resources
 - Facilitate succession planning and talent development initiatives, and partner with HR and Operations to identify critical roles and development pathways

HR Operations & Continuous Improvement

- Create practical HR tools, templates, trackers, and dashboards to support day-to-day operations as needed
- Identify gaps or inefficiencies in people practices and propose actionable solutions
- Research and apply HR best practices relevant to supportive housing and non-profit environments

Qualifications & Experience

- Diploma or degree in Human Resources, Business Administration, or a related field, or an equivalent combination of education and experience
- Minimum 3–5 years of progressive HR experience, with demonstrated project coordination or program delivery responsibilities
- Experience working in a non-profit, housing, social services, or community based environment is an asset
- Working knowledge of British Columbia employment standards and human rights legislation

Skills & Competencies

- Strong project coordination and organizational skills with the ability to manage multiple priorities
- Clear written and verbal communication skills
- High attention to detail and strong documentation practices
- Ability to work independently while collaborating effectively with diverse stakeholders
- Sound judgment, discretion, and professionalism when handling sensitive information
- Proficiency with HR systems, Microsoft Office, and project tracking tools

Values & Cultural Competence

- Commitment to reconciliation, equity, diversity, and inclusion
- Respect for Indigenous ways of knowing and community-based approaches
- Ability to work in a culturally safe, values-driven environment
- Indigenous ancestry and/or lived experience working within Indigenous communities

Working Conditions

- Full-time, in-office position, typically Monday to Friday
- Occasional flexibility in hours may be required to support project deadlines

This job description is intended to outline the general nature and level of work performed. It is not intended to be an exhaustive list of all duties and responsibilities.



Salary

- Rate of Pay: \$60,000 - \$70,000 annually
- Competitive benefits plan
- RSP with generous employer match
- Meaningful work contributing to community housing stability

Combine your cover letter and resume into a single document and submit it as your resume to HR@hiyamhousing.com.

Applications will be accepted until 4 p.m. on Thursday, September 24, 2026.

We are committed to building an inclusive and equitable workplace. We encourage applications from all qualified candidates, including Indigenous peoples, racialized persons, women, persons with disabilities, and members of the 2SLGBTQIA+ community.

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