

Coordinator, People and Culture

Part time (Up to 17 hours per week), Temporary (October 2025 to March 31, 2026)

eCampusOntario

eCampusOntario is a provincially-funded non-profit organization that leads a consortium of the province's 54 publicly-funded colleges, universities and indigenous institutes to develop and test online learning tools to advance the use of education technology and digital learning environments. Officially registered as the Ontario Online Learning Consortium (OOLC) and referred to as eCampusOntario we:

- Support the development and delivery of quality online learning experiences across all of Ontario.
- Lead in research, development and sharing of exemplary practices in online and other forms of technology-enabled learning.
- Support member institutions in fostering innovation, collaboration, and excellence on behalf of Ontario students, faculty and stakeholders.
- Contribute to the evolution of teaching and learning by responding to emerging technology and the development of state-of-the art online learning.

Coordinator, People and Culture

Position Summary

Reporting to the Manager, People and Culture, the Coordinator, People and Culture will support eCampusOntario with fulfilling its essential people and culture functions, including talent acquisition (primary focus); employee relations; performance management processes; change management initiatives; total rewards program management; employee engagement; equity, decolonization, diversity and inclusion (EDDI); HRMS/HRIS administration and data management; employee training, organizational and professional development; occupational health, safety and wellness; day to day people and culture related duties, as assigned.

The position will provide support to the Manager and administer all aspects of the People and Culture function, essentially supporting all business priorities and drive growth and value. The Coordinator, People and Culture will leverage cross-functional relationships to foster an integrated and collaborative approach to support the creation and delivery of people solutions.

Accountabilities, Duties and Responsibilities

- Talent acquisition
 - Full cycle talent acquisition, orientation, and probationary/progress review process support

- Support the annual internship program across all business units
- HRMS/HRIS administration and data management
 - Daily administration of employee files
 - Reporting
 - Analytics
- Employee relations
 - Responding to daily management and employee inquiries
- Employee engagement
 - Supporting rewards and recognition
 - Supporting hybrid-work environment
- Talent management process
 - Support annual performance review cycle
 - Provide guidance and counseling related to performance improvement plans
 - Supporting ongoing projects related to change management
- Equity, decolonization, diversity and inclusion (EDDI) initiatives
 - Supporting ongoing programs, and development of new ones
- Employee training, organizational and professional development
 - Liaise with vendors and reconciliation of professional development records
- Total rewards program administration
 - Supporting the Manager with job descriptions
 - Maintenance of job evaluation records
 - Liaising with internal departments, i.e., Finance
 - Administration and coordination with external vendors and benefit providers
- Occupational Health, Safety and Wellness
 - Occasional support, as required.
- Other day to day people and culture related duties and projects, as assigned

Education, Professional Designations and Development

- Education
 - Postsecondary degree in Human Resources or a related field (i.e. Industrial Relations), or combination of experience and education
- Professional Development
 - Working towards the CHRP and/or CHRL designations in Ontario
- Specialized knowledge

- Experience in hybrid work environments, start-ups, higher education, non-profit an asset

Experience

- Minimum one (1) year of experience in Human Resources

Skills

- Expert in MS365 (Outlook, Word, Excel, PowerPoint and SharePoint); outstanding communications and interpersonal skills, tact and diplomacy, ability to handle confidential data, excellent organization and time management skills; cloud-based HRMS/HRIS
- Demonstrated commitment and understanding equity, diversity, decolonization and inclusion with the ability to communicate and work effectively with diverse peoples

Application Process

Candidates are invited to email us at talent@ecampusontario.ca (subject **Coordinator, People and Culture**) with a Cover Letter and Resume attached as a **single PDF file**, titled "**Last Name, First Name.pdf**".

The Resume must clearly highlight all relevant education, training and experiences that are applicable to the minimum qualifications for this position and should not be longer than **two (2) pages**. Please include your salary expectations in your cover letter. The base salary range for this position is \$57,908.66 – \$72,385.83 CAD. The range displayed on each job posting reflects the target for new hire salaries for the position; within the range, individual compensation is determined by job-related skills and knowledge, and relevant experience.

Candidates must be legally entitled to work in Canada.

Offers are conditional upon the successful review of three (3) professional references and a satisfactory background check.

Posting closes **Tuesday, September 23, 2025 at 11:59PM EDT**. We thank all applicants for their interest, however only those candidates invited to interview will be contacted. Please continue to check our [Jobs & Opportunities](#) for more exciting positions.

Equity, Decolonization, Diversity and Inclusion Statement

The current social context informs our work. This includes the imperative to join the fight against anti-Black racism and anti-BIPOC racism, and to support Equity, Decolonization, Diversity and Inclusion in everything we do. We will seize this moment to rebuild and support an environment that prioritizes inclusion, representation and voice.

Accessibility Statement

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), eCampusOntario is committed to accommodating applicants with disabilities throughout the talent acquisition process. If you require any accommodations at any point during the talent acquisition process, please contact talent@ecampusontario.ca

Hybrid Work Model

This position is based out of the eCampusOntario office in downtown Toronto, where our hybrid work model includes both in-person and remote work opportunities. Our current in-person work requirement is two (2) days per month (minimum) which may be changed at any time to meet our evolving organizational needs.

For more information on eCampusOntario, please visit our website at <https://www.ecampusontario.ca/>