



HUMAN RESOURCES SYSTEMS WORKFORCE COORDINATOR

Are you organized, detail-oriented, technology-minded, and passionate about supporting employees and creating efficient, inclusive workplace systems?

If yes, the Multicultural Association of Fredericton Inc. (MCAF) is seeking an **HR Systems & Workforce Coordinator**, and we would like to hear from you!

Job Overview:

The HR Systems & Workforce Coordinator supports the Director of Administration in implementing MCAF's HR Strategic Roadmap and strengthening the organization's human resources systems, processes and workforce capacity.

The position focuses primarily on performance management, HR systems and reporting, workforce planning, training and development, compensation support, policy and compliance systems, and structured employee-relations support. It complements the Benefits Administrator & HR Assistant, who retains primary responsibility for day-to-day HR administration.

This role requires a highly organized, analytical, and service-oriented professional with strong attention to detail and practical experience with **ADP system, workforce data, reporting, and HR administration**. The successful candidate will be comfortable working with confidential information, multiple priorities, and a diverse workforce in a collaborative and high-accountability environment.

Key Duties and Responsibilities:

- Coordinate job description updates and the annual performance-review cycle.
- Support supervisors with performance expectations, development plans and follow-up actions.
- Support effective use of ADP and improve HR processes, systems and data integrity.
- Maintain HR reports, dashboards and workforce information, including vacancies, turnover, absenteeism, training and contracts.
- Support workforce planning, staffing analysis, succession planning and organizational capacity initiatives.
- Coordinate training and professional-development activities and maintain training records.
- Support employee-relations processes, staff engagement and workplace-culture initiatives.
- Assist with compensation reviews, position classification, benchmarking and related documentation.
- Support HR policy updates, compliance tracking, audits and required HR documentation.
- Contribute to organizational development, continuous improvement and other HR projects.

Role Boundaries

The position works collaboratively with the Benefits Administrator & HR Assistant and provides backup support as needed. The Director of Administration retains responsibility for management decisions, formal investigations, discipline, significant employee-relations matters, legal risks and strategic workforce decisions.

Qualifications

- Post-secondary education in Human Resources, Business Administration or a related field.
- Practical HR or people-management experience.
- Knowledge of HR systems and information management; ADP experience is an asset.
- Understanding of performance management, employee relations and HR policies.
- Strong organizational, analytical, communication and documentation skills.
- Ability to manage confidential information and work collaboratively.
- Commitment to MCAF's mission, vision and values.

Key Competencies

Sound judgement; confidentiality; analytical thinking; attention to detail; organization and follow-through; respectful communication; collaboration; problem solving; continuous improvement; and commitment to fairness, inclusion and accountability.

Terms of employment:

- Term Contract until 31st March 2027- renewable pending continuation of funding and satisfactory job performance
- Hours of work – 35 hours/w
- Starting Rate- \$26/h
- Clean Criminal Records Check with vulnerable sector

Commencement Date: November 2nd, 2026

Closing Date: October 22nd, 2026

To Apply: E-mail your resume and cover letter merged in one document to hr@mcaf.nb.ca with the title “HR Systems & Workforce Coordinator” in the subject line. We wish to thank all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.